

City of Brookhaven, Georgia

## **Director of Finance**

The City of Brookhaven, GA is seeking a Director of Finance. Brookhaven is located in northern DeKalb County directly northeast of Atlanta

The purpose of this job is to advise the City regarding financial, budgetary, debt issuance and retirement policies. Duties include, but are not limited to: supervising staff; directing activities; keeping the CFO informed about revenue anticipation and expenditure control; making professional and fiscally responsible recommendations regarding budget policy; adoption and adjustment; reviewing revenue requirements; and processing associates paperwork.

## **Requirements**

A Master's degree in Finance, Accounting or related field from an accredited college or university. Certified Public Accountant (CPA) is preferred. Must have a minimum of five (5) years professional experience in governmental accounting and financial management, including three (3) years supervising a professional staff. Ability to be bonded. An equivalent combination of education and experience may be acceptable.

## **How to Apply**

To see a complete job description, visit [www.brookhavenga.gov](http://www.brookhavenga.gov). Please submit your resume and cover letter for Director of Finance to [Careers@brookhavenga.gov](mailto:Careers@brookhavenga.gov).

The City of Brookhaven is an equal opportunity employer.

## **Job summary:**

The purpose of this job is to advise the City regarding financial, budgetary and debt issuance. Duties include, but are not limited to: supervising staff; directing activities; keeping the City Manager informed about revenue anticipation and expenditure control; making professional and fiscally responsible recommendations regarding budget policy, adoption and adjustment; reviewing revenue requirements; presenting and explaining City finances, budgets, forecasts, and debt issues to Council Members, rating agencies, financial institutions, the public, the media; and processing associated paperwork.

## **Essential job functions:**

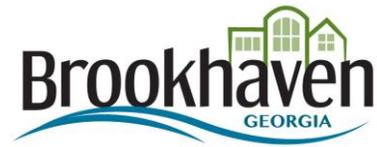
- Plans, organizes, and directs financial, accounting, budgeting, purchasing, occupational tax, capital assets, internal and external audit as well as cost of service measurement functions.
- Performs all duties outlined in the City of Brookhaven Charter including collection of all taxes, licenses, fees and other monies belonging to the City.
- Develops business systems for daily operations; amends and updates systems as appropriate, monitors and evaluates performance of operating systems.

### **City of Brookhaven**

4362 Peachtree Road, Brookhaven, GA 30319

Phone: 404-637-0500 • Fax: 404-637-0501

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- Provides overall management and administration of the department, including planning and supervising operations; establishes goals and objectives.
- Administers the daily operations of the Finance function, including accounts payable, receipts and disbursements, general journals, inventories, capital assets, preparation of financial statements, cost reports and analysis activities.
- Directs and assists in preparation of comprehensive financial reports, monthly financial statements and administers comprehensive reporting systems that include: (1) comprehensive and periodic reports; (2) projects and special reports; (3) submits financial reports monthly to the City Manager.
- Develops departmental budget and goals, monitors expenditures and performance compared to the goals.
- Directs purchasing, property tracking and capital assets operations for the City.
- Oversees and transacts investment of City funds; determines amounts to be invested, obtains and evaluates bids from financial institutions and awards bids (as appropriate).
- Assists the City Manager on the preparation of the annual budget.
- Coordinates and administers City's annual operating budget and annual capital budget preparation; assists department heads in budget preparation; provides historical data, estimates revenues for budget year, compiles and produces budget.
- Consults with and assists external auditors to develop procedures and authoritative pronouncements, provides data and documents, and resolves questions and makes recommendations.
- Provides information, financial analysis and advice to City Manager and department heads - including various costs of services analysis, studies recommendations on selection of audit firms and other matters relating to finance, accounting and purchasing.
- Performs other related duties as required or assigned.

**Minimum requirements to perform work:**

- Bachelor's degree in Finance, Accounting or related field from an accredited college or university;
- Must have a minimum of ten (10) years professional experience in accounting and financial management;
- Or equivalent education, and/or experience; and
- Certified Public Accountant (CPA) preferred.

**Knowledge, Skills and Abilities:**

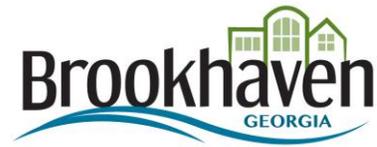
- Knowledge of accounting and budgeting practices, knowledge of applicable laws and regulations.
- Knowledge of computer based financial systems, administrative and managerial processes and purchasing.
- Knowledge of techniques of computerized information management, economic forecasting, trending and investing.
- Knowledge of the City's financial regulations and procedures, to ensure they are in compliance with Generally Accepted Accounting Principles (GAAP).
- Knowledge of mastery of interpreting federal tax laws regarding corporations, relevant federal, state laws, local ordinances and departmental policies and procedures.
- Knowledge of personal computers and computer software applications.
- Skills in the evaluation of personnel.
- Ability to understand and carry out complex verbal and written instructions.

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- Ability to deal tactfully and courteously with employees and the general public.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to plan, organize and direct a comprehensive program of financial services.
- Ability to analyze and make management decisions; to maintain complex financial records and to prepare reports utilizing these records; to supervise.
- Ability to plan, establish, assign, and coordinate priorities.
- Ability to accurately forecast future financial conditions of the City government.
- Ability to exercise good judgment in evaluating situations and in making decisions; and to work effectively with the Mayor, City Council, City Manager; and professional staff members in City government.
- Ability to function effectively in a work environment in which the employee is exposed to a large amount of emotional stress in order to manage controversial financial issues and problems.
- Ability to be bonded.

#### **Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.

#### **Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee regularly works in a normal office environment.
- The employee may perform some duties outdoors while conducting official business which will require limited local travel.
- Employee may be required to attend some evening and weekend meetings, and may be required to assist in special events.

*The City has the right to revise this position description at any time, and does not represent in any way a contract of employment.*

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