



Job Position: City Clerk/Finance Director

For Application go to: www.cityofdoerun.com or stop by

City Hall 223 West Broad Ave. Doerun Ga, 31744

Open: Monday – Thursday 8 to 5. Friday 8 to 12

CITY CLERK/FINANCE DIRECTOR

GENERAL NATURE OF WORK

This is a highly responsible administrative and supervisory work in the maintenance of records and documents for the City Council, in the management of all City funds, and in the maintenance of a City-wide computer system. This individual is responsible for the comprehensive annual financial report, revenue collections and billings for the general fund, sanitation, water, sewer, and gas departments, accounts payable, payroll, issuance of business and alcohol licenses, determines tax millage rate based on tax digest and revenue requirements, tax billing and collections.

Responsible for keeping and maintaining minutes of proceedings of Mayor and Council. Custodian of all official documents for the City. Attests all City documents and is keeper of the City Seal. Responsible for all election functions maintaining list of electors, qualifying candidates, calling, and advertising for elections, legal filing, and documentation with the Secretary of State elections division, coordinating with the Council for use and programming of the automatic voting machines, and holding the election, tallying the votes and all post-election requirements.

The Finance Director will work under the sole direction and is designated by City Manager.

The employee is appointed by City Council and serves at its pleasure.

SUPERVISORY RESPONSIBILITY

Responsible for the supervision of all employees and for all activities in the Finance, Tax, and Customer Service Departments.

WORKING CONDITIONS

Primarily indoor office environments.

PUBLIC CONTACT

Extensive contact with other employees, the public and public officials, often involving problem solving circumstances.

PHYSICAL DEMANDS

Light to medium demands.

EXAMPLES OF WORK

Essential Job Functions

Supervises the work of employees engaged in receiving, disbursing, and accounting for municipal funds.

Attends and prepares official minutes of all meetings of City council and supervises the filing of Board minutes.

Keeps City Manager advised of financial conditions of the City, submits monthly statement of receipts, disbursements, and City financial standing to City Manager for transmittal to City Council.

Maintains all records for Social Security, Federal and State taxes and prepares and sends reports of all deductions to various agencies as required by law.

Supervises or manages the investments of any funds not currently needed for operations.

Assists the City Manager in preparing and submitting proposed budget to Council, handles voter's registration for City elections and serves as Election Superintendent.

Supervises the issuance of business licenses and keeps records of all licenses granted by the City.

Serves as custodian of corporate seal and affixes to bonds, deeds, contracts, notes, and other City documents as required; signs and certifies City ordinances, resolutions, contracts, reports, and other documents and supervises their transmittal and filing in appropriate books.

Prepares various reports for City Manager, City Council, State and Federal governments and other reporting services.

Maintains computer programs in areas of utility billing, taxes, payroll, accounts payable and accounts receivable.

Other Job Functions:

The following examples are illustrative of the duties assigned to positions of this class. No attempt is made to be exhaustive in this listing:

Performs related duties as required.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern office practices and methods of receiving, depositing, and disbursing large amounts of money upon proper authorization.

Ability to be bonded by a Surety Company.

Thorough knowledge of municipal laws, policies, codes, and regulations.

Ability to plan, lay out, assign, supervise, and review the work of a clerical and accounting staff engaged in the performance of varied duties related to treasury management.

Ability to prepare clear and concise reports and to maintain minutes and important records efficiently and accurately.

Ability to establish and maintain effective working relationships with supervisors, associates, subordinates, and the public.

TRAINING AND EXPERIENCE

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

Completion of a standard high school course of study supplemented by a four-year college degree with major course work in accounting, finance, office management and or public administration.

AND

Considerable experience in progressively responsible governmental clerical work involving accounting, cash handling, contact with public and some supervisory experience or any equivalent combination of training and experience.