



# City of Brunswick Job Description

<b>Job Title:</b>	Assistant Finance Director	<b>FLSA:</b>	Exempt
<b>Department/Div:</b>	Finance Department	<b>EEO-4 Code:</b>	
<b>Reports to:</b>	Finance Director	<b>Date:</b>	09/2023
<b>Salary Range:</b>	\$55,983-\$72,136		
<b>Supervises:</b>	Customer Service, Accounts Payable		

## JOB SUMMARY

This position is responsible for assisting in directing the city's financial operations and performing a variety of accounting operations.

## MAJOR DUTIES

1. Collects money received from cashier's daily; prepares deposits to applicable accounts and makes journal entries to record deposits.
2. Prepares journal entries to record transactions related to payroll, bank debits and credits, billing receipts and adjustments, license receipts and adjustments, group health, and workers' compensation.
3. Processes monthly miscellaneous billing for cruise ships, DOT, FBI, CAPAC, etc.
4. Processes insurance-related claims related to employee vehicle accidents and citizen accidents and injuries.
5. Coordinates annual flood insurance renewal quotes with local agent and City Commission.
6. Prepares staff reports for presentation before the Commission; uploads budgets, audits and reports to website and appropriate sites for government reporting.
7. Prepares monthly bank reconciliations for all city bank accounts.
8. Trains, assigns, and directs the work of customer service employees.
9. Prepares annual Government Finances and Hotel/Motel Funds Report for the State of Georgia.
10. Processes titles and tags for new vehicles; processes annual renewal of confidential tags for Police vehicles.
11. Processes alcohol license renewals; coordinates with the City Marshal in the application process for new and renewed licenses; issues alcohol licenses.
12. Prepares unclaimed property reports.
13. Processes employee travel reports; deposits unused funds; prepares check requests; makes journal entries.
14. Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of Governmental Accounting Standards Board (GASB) rules and regulations.
2. Knowledge of generally accepted accounting principles (GAAP).
3. Knowledge of state laws relevant to grant requirements, audits, and city financial operations.
4. Knowledge of computers and job-related software programs.
5. Knowledge of Georgia Department of Revenue Guidelines.
6. Knowledge of city ordinances related to alcohol and business licenses.
7. Skill in organizing and directing the activities of personnel.
8. Skill in management and supervision.
9. Skill in the preparation of complex financial reports.
10. Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Finance Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## **GUIDELINES**

Guidelines include GAAP, GASB guidelines, the Official Code of Georgia Annotated, Georgia Department of Audits and Accounts guidelines, and city policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied accounting, management, and supervisory duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- The purpose of this position is to assist in directing the city's financial operations. Success in this position contributes to the efficiency and effectiveness of city financial functions and to the accuracy and completeness of city financial records.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, elected and appointed officials, bankers, insurance adjusters, auditors, representatives of state and federal agencies, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel within an area, department, or unit. Direct supervision typically involves the ability to manage schedules, performance, and the interpersonal issues of other employees. It may involve the ability to recommend changes to work priorities or strategies within an area, department, or unit.

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree in accounting or finance or related course of study required. Master's degree, beneficial.
- A minimum of three years managerial experience in Financial Management or Accounting
- More than five years of related experience required.
- A combination of education and/ or experience may be considered.

*The City of Brunswick offers a competitive salary with an excellent benefit package.  
The City of Brunswick is an Equal Opportunity and E-Verify employer.*