

**Human Resources Department**  
**City of Baldwin**  
**P.O. Box 247**  
**186 Hwy 441 Bypass, Baldwin, GA 30511**

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Job Title: Finance Director

Reporting To: City Manager

Department: City-Wide

Job Type and Status: Full-Time, Exempt, In-Person

Location: Baldwin, GA

Salary: Commensurate with Experience; Compensation package includes health, dental, vision, and life insurance, as well as a defined contribution retirement plan

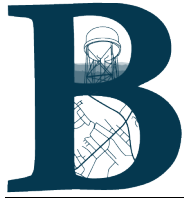
General Statement

The City of Baldwin, GA (population 3600), located in Habersham and Banks County, is a strong-mayor form of government led by a City Manager. The City Council consists of the mayor and 5 city council members who are elected to 4-year staggered terms. The Finance Director is responsible for all accounts payable, accounts receivable, designated chief budget officer and overall administration and coordination of all financial activities of the City as directed by the City Manager.

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Minimum Qualifications

- Bachelor's degree in accounting or finance from an accredited institution (MBA or MA preferred)
- 5-7 years' municipal experience at least at the level of Finance Director (Assistant Finance Director considered)
- Significant experience with payroll, planning & oversight of budgets, audit and reporting
- Ability to build annual financial plans and sustainability forecasts
- Proven experience in a leadership or management position
- Excellent communication skills, particularly an ability to explain municipal budgeting
- Excellent time management skills
- Ability to multi-task
- Ability to work as part of a team
- Pass Background Check
- Pass Drug Test
- Clean Motor Vehicle Report

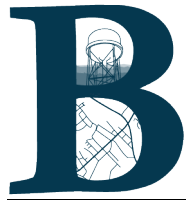


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Duties and Responsibilities

- Directs all functions and divisions of Finance Department, including Administration, Budget, Cash Management/Treasury, Employee Benefits/Payroll/Pension, General Accounting, Utility Billing and Risk Management.
- Establishes strategic plans, goals, and objectives for the department; ensures the department's strategic plans support the broad City mission, goals, and objectives;
- Administers daily operations of the Finance Department including supervision of personnel in processing cash receipts, accounts payable/receivable, bank reconciliation, financial reports, bank deposits, and posting of funds.
- Maintains, analyzes and reconciles all subsidiary and general ledger accounts.
- Directs and assists in preparation of all required reports;
- Reports the financial status of the city to the City Council monthly.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; conducts staff meetings; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Ensures all department programs, operations, and services comply with applicable City, state, and federal regulations, statutes, ordinances and policies, and that the department is meeting the needs of the City and community.
- Follows and promotes policy and procedures of the City of Baldwin.
- Researches financing options for the City and makes recommendations to the City Manager, Mayor and City Council;
- Provides technical advice, counsel and direction to the City Manager and department heads as necessary to ensure effective administration and implementation of City-approved policies, plans, procedures and systems;
- Services as Chief Budget Officer and collaborates with City Manager and Department Heads to establish City budget: recommends annual budget levels and necessary changes; and recommends approval of budget adjustment requests from City departments.
- Monitors sources of revenues; tracks and monitors expenditure projections in operating and capital funds; reviews overall fund positions as needed; and determines financial impact of proposed programs or changes to current program design.



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- Prepares financial agenda items and monthly reports for the City Manager.
- Attends work session, regular and special called City Council meetings and make presentations as needed; Represents Finance Department in meetings with the City Manager, Council meetings, Elected Officials, various governing boards and committees.
- Coordinates and reviews financial agreements to ensure collection of franchise fees and tax allocations.
- Develops cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Oversees the annual fiscal year audit and coordinates with external auditors.
- Oversees the administration of employee payroll and benefits
- Directs issuance, evaluation, and preparation of contract awards for RFPs for various debt issues.
- Conducts and provides direction to others in the allocation of costs to projects and capital facilities for the purpose of developing overhead and billing rates.
- Monitors and ensures timely payment of all mandated state and federal payroll taxes, process payments for automatic deposits, deferred compensation, and other benefit plan payments.
- Reviews invoices and supporting documentation for proper authorization and conformance to requirements; pays invoices through the City's financial accounting system.
- Serves as the City's liaison with financial institutes.
- Oversees management of City debt: prepares and reviews documents related to obtaining bonded debt, equipment lease purchasing and credit ratings; communicates pertinent information regarding the City's financial performance to ratings agencies.
- Supervises, directs, and evaluates assigned staff: makes hiring or termination decisions/recommendations; establishes workloads and prioritizes work assignments; motivates/guides subordinates toward accomplishment of departmental goals and objectives; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; and trains staff in operations, policies, and procedures.
- Performs related duties as assigned.



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Interpersonal Communications

- Strong reading and written/verbal/ e-mail communication skills
- Requires the ability to speak with and/or signal people to convey or exchange technical, medical, safety, financial, personnel, and administrative information, including giving/receiving assignments and/or directions to/from co-workers, assistants, managers, or supervisors as well as communicating with elected officials, news media, attorneys, sales representatives, educators, and the general public
- Skills in problem solving
- Skills in prioritizing and planning

Physical Demands

- Must be able to operate a variety of automated office equipment including computers, printer, calculator, copy and facsimile machines, and telephone
- Physical demands may require the ability to exert strenuous effort in work which may include lifting, carrying, pushing and/or pulling of objects and materials of moderate to heavy weight (50-200lbs) for sustained periods of time

\*All Applicants are considered for any position with the City of Baldwin regardless of race, color, religion, sex, national origin, age, sexual orientation, or genetic information.