



POSITION:	Assistant Finance Director
DEPARTMENT:	Finance
JOB TYPE:	Full-time
SALARY:	\$70,807 - \$106,919
POSTED:	01/14/2025
CLOSING DATE/TIME:	Until Filled

The City of Monroe is seeking a dedicated & professional full-time Assistant Finance Director to support the Finance Director in overseeing all financial activities for the City of Monroe and its subsidiaries. This position is responsible for ensuring compliance with Generally Accepted Accounting Principles (GAAP), federal and state regulations, and City policies and procedures. Salary is commensurate with qualifications and experience. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Qualifications:

Education, Certifications/Licenses, & Experience

Required:

- Bachelor's degree in Accounting or Finance
- Minimum of three (3) years of progressively responsible experience in financial management
- Possession of a valid State of Georgia driver's license
- Ability to obtain any additional professional certifications, licenses, or registrations required for the job
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Governmental Accounting practices

Preferred:

- Certified Local Government Finance Officer Level I or Level II certification

Skills

Communication & Interpretation:

- Ability to read & interpret documents.
- Proficiency in writing reports & correspondence clearly & effectively.
- Strong public speaking skills, with the ability to address groups of citizens or City employees confidently & effectively.

Mathematical:

- Proficiency in performing mathematical calculations accurately & efficiently.
- Analytical math skills; ability to interpret & create bar graphs.

Reasoning:

- Proficiency in interpreting diverse instructions provided in written, oral, diagrammatic, or schedule formats.

Duties & Responsibilities:

- Recruit, train, supervise, and evaluate staff, addressing concerns and ensuring task completion
- Develop and implement internal controls and guidelines for accounts payable, revenue collection, and general ledger management.
- Resolve operational issues with vendors, customers, and user departments.
- Maintain and update the chart of accounts, ensuring accurate general ledger balances.
- Review accounting transactions for GAAP compliance and prepare journal entries as needed.

- Oversee bank reconciliations, analyze revenue and expenditures, and ensure the accuracy of financial records.
- Prepare monthly and annual financial statements, assist with external audits, and update cash and investment schedules.
- Collaborate with the Finance Director on special reports, financial analyses, and the Comprehensive Annual Financial Report.
- Perform additional duties as assigned.

The City of Monroe offers some of the most employee-friendly benefits available. To view our complete benefits package & obtain an application, please visit our website. Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist
Sjohnson@MonroeGA.gov

*Applications are also available at and may be returned to City Hall, 215 N Broad St, Monroe, GA, 30655
The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post- rehabilitation, and routine fitness-for-duty(random) drug testing.