

# City of Thomaston

## **FINANCE DIRECTOR Full-time – Salary BOQ Open Until Filled**

The City of Thomaston is accepting applications for Finance Director. This exempt level position plans, organizes and directs the city's financial operations including accounts payable, purchasing, payroll, utility billing, utilities customer service, cash receipting, business licenses, budgeting, investments, bank accounts, general ledger accounts, journal entries, debts, managing city cemeteries and meter reading operations, and other related duties.

Knowledge required includes:

- Governmental Accounting Standards Board (GASB) rules and regulations
- Generally accepted accounting principles (GAAP)
- State laws relevant to grant requirements, audits, and municipal financial operations
- Accounting internal controls, principals and practices
- Development and implementation of strategic plans and goals
- Preparation of complex financial reports
- Excellent oral and written communication
- Ability to understand complex rules including but not limited to IRS Tax Codes, City Charter, and City Ordinances

### Minimum Qualifications

- Ability to successfully complete the duties of the position
- A degree in Accounting, Business or Public Administration or closely related degree from an accredited University or College
- Five (5) years of experience in similar work
- Supervisory experience
- Prior Government experience preferred
- Successful Motor Vehicle Report (3 years) – ability to be insured on City insurance
- Successful Credit Check
- Successful background check including prior employment and criminal
- Successful completion of post offer physical and drug screen

Applicants must complete a City of Thomaston Employment Application which can be found on the City website, [www.cityofthomaston.com](http://www.cityofthomaston.com), or pick up an application at Thomaston City Hall, 106 E. Lee St., Thomaston, GA 30286. A resume included with the application is recommended. Applications may be mailed or hand-delivered to Russell Thompson – City Manager, City of Thomaston, 106 E. Lee St., Thomaston, GA. 30286.

This position is posted until filled.