

NOTICE TO THE PUBLIC

JOB POSTING

FINANCE DIRECTOR

Posted: 10/3/2017

End Date: 11/2/2017

The City of Monroe is now accepting applications for the position of Finance Director. This position is responsible for the overall administration of the finance and information services division, for directing the Finance Department and for coordinating all financial activities of the City as directed by the Mayor, Council, and City Administrator.

Qualified applicants must: have a bachelor's degree in Accounting or Finance and a minimum of five (5) years of progressively responsible and governmental/utility financial management experience; or equivalent combination of education and experience - certification as a Finance Officer Level II in Georgia is preferred; have possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle operated.

To perform this position successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of the principles, practices, and procedures of the Finance Department and the operations and functions of the other departments in the government of the City of Monroe.
- Knowledge of financial reporting requirements, including compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements.
- Knowledge of the principles and practices of public finance, budgeting and accounting, computerized financial software, economic forecasting and trending, special requirements pertaining to accounting for and investment of governmental funds, government auditing procedures, and relevant federal and state laws, city ordinances, policies and procedures.
- Skill in management and supervision.

The City of Monroe offers a comprehensive benefit package. Salary range for this position is from \$65,790.00 to \$109,650.00. Actual starting salary within this range is dependent upon applicant's qualifications. Applications may be obtained at City Hall, 215 N. Broad Street, Monroe, GA 30655 or printed from the City website at www.monroega.com (under Quick Links/Employment Opportunities). A full job description is available at City Hall. A resume will not be accepted in lieu of a fully completed application, but may be attached. Please note that some forms require a notary signature. Completed job applications must be returned to/received by City Hall at the above address or by mail to City of Monroe, attn.: HR, PO Box 1249, Monroe, GA, 30655, no later than the end date of this posting.

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.