



Assistant Director of Finance

Finance

JOB SUMMARY

This position is responsible for the overall management of the agency's financial and budget management functions. This position assumes the Director of Finance duties in their absence. This position serves as the succession role plan for the Director of Finance.

ESSENTIAL FUNCTIONS

- Manages financial recording and reporting in accordance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines
- Develops annual reports and financial statements and disclosures as required.
- Develops, prepares and provides financial statements, budgetary reports and other status reports as required.
- Maintains knowledge of local and state laws, regulations, and policies for financial reporting and to mitigate risks in financial performance.
- Develops, reviews, and implements Finance Department procedures and practices.
- Develops process narratives, operating procedures and policy recommendations.
- Utilizes data analytics to identify risks, develop controls and process improvements.
- Performs and conducts complex financial and fiscal analysis.
- Develops financial and economic spreadsheet modeling and analysis, including data collection, validation and compilation.
- Performs analytical work content, with responsibility for collecting and validating data and documenting analytical and policy issues.
- Coordinates the development of the agency's budget, including working with departments to prepare monthly budget analysis, maintaining records of budget transfers and approved changes, ensuring accuracy of budget data in system and assisting in publishing completed budget.
- Conducts and oversees analysis of budget revenue and expenditures
- Provides analysis of cost and revenue trends to support the Finance Director and/or the Executive Director in monitoring and managing budgetary issues throughout the fiscal year
- Supports water and sewer rate analysis, analyzes variance in revenue and expenses, analyzes working capital, and analyzes and maintains data used in financial forecasts
- Participates in long term financial planning relating to agency operations.
- Directs, assists with capital improvement financing as needed.
- Creates materials for presentations to public officials, staff and other groups as necessary and participates in the presentations to convey financial issues and concerns to the Finance Director, Executive Director, the full Water & Sewer Commission and the public as the need dictates.
- Participates in business development activities.
- Works effectively toward specific project objectives on time and within designated budget.
- Performs any other related duties and tasks as directed by supervisor.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local government or public utility finance and accounting principles and practices.
- Knowledge of local government finance and accounting laws, rules and regulations.
- Knowledge of budget development and management principles.
- Knowledge of debt management principles.
- Knowledge of financial and billing software programs and database use.
- Knowledge in the development of dashboards for management and supervisor use in tracking budgets and key performance indicators
- Knowledge of GAAP and GASB standards.
- Skill in analyzing financial and statistical data and preparing related reports.
- Skill in effective oral and written communication.
- Skill in establishing and maintaining effective working relationships with local officials and user agencies and jurisdictions.
- Skill in planning, organizing and directing the work of others.

SUPERVISORY CONTROLS

The Finance Director assigns work in terms of department goals and objectives. Work is reviewed through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include GASB and GAAP guidelines, industry best practices, relevant state and federal laws, and agency policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Strict regulations contribute to the complexity of the work.
- The purpose of this position is to manage the administrative and financial functions of the Brunswick-Glynn County Joint Water and Sewer Commission. Successful performance promotes the effective and efficient operation of the agency in compliance with all relevant guidelines, legal, financial and accounting requirements.

CONTACTS

- Contacts are typically with Authority employees, Commission members, elected and appointed officials, attorneys, contractors, vendors, customers, government regulators, and members of the general public.
- Contacts are typically 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 Senior Accountant (1), Accounts Payable Coordinator (1) and Human Resources Coordinator/Clerk (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in accounting.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to manage and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Certified Public Accountant license in the State of Georgia and/or Certified Management Accountant designation is desirable but not required.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to be bonded.

COMPENSATION

The BGJWSC provides a strong benefits package which includes major medical, dental, vision, life insurance, paid sick time and vacation, paid holidays and employer funded retirement. Pay is competitive and will be commensurate with qualifications and experience. The BGJWSC is an Equal Opportunity Employer.

APPLICATION INSTRUCTIONS

Applications for this position will be accepted until July 20, 2018. All interested candidates should email their resume and letter of interest, including salary requirements, to:

Baylie Lane – Human Resources Generalist
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