

Director of Finance

The Director of Finance will report to the Mayor of the Town. The Director of Finance will be responsible for:

- Providing monthly budget to actual comparisons of the statement of revenues and expenditures and changes in fund balance for each fund.
- Providing monthly current to prior year comparisons of the statement of revenues and expenditures and changes in fund balance for each fund.
- Providing a monthly balance sheet to the Mayor and Town Council for each fund.
- Aiding the Mayor and Town Council in establishing an annual budget for the Town.
- Supervision of the accounts payable process and help ensure Town disbursements comply with the State and Federal regulations.
- Supervision of the Town's payroll process and help ensure the Town complies with all State and Federal regulations regarding payroll.
- Supervision of the Town's accounts receivable process including billing and collection of revenues and other receipts.
- Perform monthly bank reconciliations for review by the Town Clerk.
- Maintain the Town's general ledger and perform monthly reconciliations of all balance sheet accounts.
- Producing an annual financial report for audit by November 30th each year.
- Overseeing audits performed by independent auditors.
- Establishing and managing the system of internal controls regarding all financial operations of the Town.

Qualifications:

The successful candidate should hold a degree in accounting and possess at least five years of governmental accounting experience that includes experience in processing accounts receivable and accounts payable, billing and collection of revenue, bank reconciliations, creating budgets, and processing payroll. Experience with financial legal requirements regarding Alabama municipalities is a plus. Certified Public Accountants are preferred. However, this position does not require candidates to be a Certified Public Accountant.