



# City of Statham

## Job Description: City Administrator & Accountant

**EEO Function:**

**EEO Category:** Professional

**Status:** Exempt- Appointed

**Pay Type:** Salary

### I. Chain of Command/ Reports To

Mayor

City Council

### II. Job Summary

The purpose of this classification is to perform highly responsible complex managerial and broad range of financial and accounting practices in overseeing the daily operations of the City government. Work involves directing the City government's programs and services; providing managerial oversight to City government's departments; allocating resources and managing City operational and Capital Improvement Program budgets; developing policy and procedures; and performing special projects, analyses, proposals and making sure the General Ledger is balance monthly and performs related duties as assigned.

### III. Essential Duties and Functions

- Reports to and works directly for the Mayor.
- Directs the City government's departments and their daily operations. Establishes long-range plans, goals and objectives.
- Works with Department heads; keeps them informed of Council actions
- Handles confidential files and materials.
- Monitors account balances and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Audits discrepancies of financial information and/or documentation for the purpose of ensuring accuracy.
- Audits in accordance with generally accepted auditing standards; determines whether internal control policies are adequate and recommends implementation of new or improved internal control policies and procedures; evaluates effectiveness of departments in achieving their desired program results; performs compliance audits; investigates fraud and misuse of public funds.
- Prepare fiscal year budgets in the preparation of financial reports.
- Post journal entries.

- Balance general ledger out monthly
- Prepares audit reports and writes audit findings.
- Works with Department Heads to identify needed changes and opportunities to improve effectiveness.
- Conducts work sessions with the Mayor and City Council to provide needed information and obtain policy direction on various issues.
- Ensure personnel programs and services comply with State, Federal and local regulations.
- Supervises investigations against City personnel, grievance and other complex employee relations issues.
- Manages and conducts varied special projects as requested by Mayor and Council.
- Analyzes and reports on city departments, activities, accomplishments, programs and services.
- Attend and participates in City Council meetings.
- Establishes, develops and maintains a variety of professional relationships with external parties in support of government plans, programs and services.
- Maintains effective communication with the press and the general public.
- Collaborates with Barrow County and other municipalities on issues which affect the City and the surrounding areas; works with developers on residential and commercial proposals; works with contractors, vendors and attorneys regarding City contracts.
- Works with architects and builders on projects for City owned buildings and properties.
- Assist citizens with issues that cannot be resolved by Department Heads and/or which are sensitive/political in nature.
- Sign checks.
- Prepares correspondence on behalf of the Mayor.
- Perform other related duties as assigned.

**IV. Knowledge, Skills, and Ability:**

- Knowledge of Generally Accepted Accounting Principles (GAAP); governmental accounting; budgeting practices.
- Advance knowledge of Microsoft Word and Excel.
- Ability to prepare and review financial documents and budget
- Ability to maintain confidentiality
- Ability to present financial documents.
- Ability to operate a computer with working knowledge of analytical spreadsheets, standard financial software
- Ability to use a calculator.
- Ability to pass drug testing as noted in policy
- Skill in understanding and following oral and/or written instructions
- Skill in establishing and maintaining effective working relationships with City employees and the public.

## **V. Minimum Qualifications**

- Bachelor's Degree in Business Administration and/or Management.
- CPA or Five (5) years of accounting, auditing or other related experience with two (2) years of Municipal government accounting experience.
- Work evenings, weekends and/or holidays as required.
- Administrative and Managerial experience in local government; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

## **VI. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 25 pounds.

## **VII. Working Conditions:**

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment.

## **VIII. Supervisory Controls/Responsibility:**

Provides direction and guidance to other employees and oversees employees' day to day activities and provides assistance on assigned fiscal projects.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*