



The City of Evergreen

City of Evergreen, Alabama "The Emerald City"

Position Title: Manager of Finance

Department: Administration

Reports To: Mayor Stanley B. Stallworth / City Clerk

Salary Range: \$50,000 - \$68,000, depending on qualifications and experience

Note: Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Position Summary

The City of Evergreen is accepting applications for the position of Manager of Finance. This position performs professional accounting and financial management work in support of the City's fiscal operations. Responsibilities include maintaining accurate financial records, preparing reports, monitoring expenditures and revenues, assisting with budget preparation, and ensuring compliance with municipal, state, and federal accounting regulations. Under the General Supervision of the Mayor and City Clerk, the employee performs a combination of professional level accounting work and specialized clerical duties in the areas of accounts payable, accounts receivable, payroll, and general accounting. The employee is responsible for the control, accuracy, and timeliness of payments made through the City's accounts payable system.

Essential Duties and Responsibilities

- Maintain and reconcile general ledger accounts, subsidiary ledgers, and financial records in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
- Prepare monthly, quarterly, and annual financial reports for management, the Mayor, and City Council.
- Assist in the preparation and monitoring of the annual operating and capital budgets.
- Process and record revenues, expenditures, accounts payable, and accounts receivable.
- Reconcile bank statements and verify accuracy of deposits, disbursements, and fund balances.
- Prepare journal entries and adjust accounts as necessary.
- Assist with grant accounting, reporting, and compliance.
- Support annual audit preparation and provide documentation to external auditors.
- Maintain fixed asset records and depreciation schedules.
- Monitor adherence to municipal financial policies and internal controls.
- Perform other related duties as assigned.
- Maintain the highest degree of professionalism and customer relations
- Cross-train and assist with various tasks and duties of accounts receivable and payroll when necessary

Minimum Qualifications

- **Education:** A Bachelor's degree in Accounting, Business Administration, or closely related field;
- **Experience:** A minimum of three (3) to five (5) years previous experience and/or training that includes financial accounting, governmental accounting, financial reporting, budget administration, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities required.
- **References:** Two (2) professional letters of recommendation, including at least one (1) letter from a person to whom the candidate reported directly.

Knowledge, Skills and Abilities

- Advanced knowledge of all Generally Accepted Accounting Principles (GAAP)
- Knowledge of all Governmental Accounting Standards Board (GASB) pronouncements and general knowledge of municipal financial laws, ordinances, and regulations, both State & Federal
- Ability to understand and apply laws and established policies to the maintenance of financial records

- Skills and ability to prepare complete accurate reports from various accounting data
- Proficient in the use of a personal computer including spreadsheet and word processing software
- Ability to work independently with limited supervision
- Ability to work with confidential information and maintain that confidentiality
- Ability to maintain confidential files in a timely, efficient, and orderly fashion

Physical Requirements

Light physical effort is generally required in performing duties under typical office conditions. Position requires sitting for long periods of time and the ability to operate keyboard and standard office equipment at efficient speed. Job requires prolonged sitting, some walking and standing, bending and carrying items such as books, paper, and reports. Occasionally, lifting, moving, storage and retrieval of boxed files weighing as much as fifty pounds may be required.

Benefits Available for Full Time Position

BCBS Health / Dental Insurance

Life Insurance

Retirement through RSA

Sick and Vacation Leave (after successfully completing a 6 month probationary period)

Paid Holidays

Application Deadline / Procedure

Applications will be accepted until the appropriate candidate is found. There is no specific close date. Beginning immediately, interested candidates should submit an application, a letter of interest, a detailed resume, a current and valid driver's license, and two (2) professional letters of recommendation.

Qualified applicants must submit their application and resume:

Attention: City Clerk

355 East Front Street

Evergreen, Alabama 36401

Applications may be picked up in person at **City Hall** or downloaded from the City's Website at City of Evergreen, Alabama (www.evergreenal.gov). For questions, call the Clerk at 251.578.1574.

The City of Evergreen is an Equal Opportunity Employer.