



**City of**  
**Thomson**  
McDuffie County, Georgia



INVITES YOUR INTEREST IN THE POSITION OF

# **Finance Director**



## ABOUT THE COMMUNITY OF THOMSON

Located in East Georgia, Thomson in McDuffie County provides natural beauty, a mild climate, urban conveniences and rural peacefulness. It's prime location along I-20 allows for easy access to the entire Southeastern U.S. As development moves westward from Augusta-Richmond County, and spurred by the continuing evolution of Fort Gordon, Thomson, Dearing and McDuffie are center stage for growth with first-class industrial sites, unparalleled intergovernmental cooperation, and a great quality of life in a strong community environment.

Augusta Technical College's McDuffie County campus is complete with an Aviation Technology Training Center, located at McDuffie's regional airport.

This is an Archway Partnership Community — Thomson-McDuffie is drawing on collaborative public and private resources, including the University of Georgia, to create an even more vibrant community.

The City has a population of 6,783 with a total of 21,633 in McDuffie County.

## THOMSON GOVERNMENT

Thomson and McDuffie County have historically collaborated on community activities and services. This continues today with a list of services that includes public safety (police and fire protection, emergency management, and jail operations); construction and maintenance of highways, streets and infrastructure; zoning and code enforcement; court-related functions; recreational activities and cultural events; animal services; tax appraisal and administration; general administrative services; and outside agency support.

- McDuffie County: Five-member commission, at-large chairman, County Manager
- City of Thomson: Five-member city council, at-large mayor, City Administrator

## ABOUT THE POSITION

The Finance Director is responsible for directing all financial activities of the City. Successful performance in this position contributes to the financial accuracy of the budget and reports. The City Accountant (Accountant I) and Customer Service Coordinator of the Utility Billing Department report directly to the Finance Director. The need for accurate and complete information for accounting, oversight of utility billing, and

### MISSION

To provide high quality services (utilities, roads, police, administration) through deliberate, intentional decision-making creating a community where all can safely live, work, and play in harmony.

### VISION

Promote quality of life by creating a safe, prosperous community where all are treated fairly, and conditions are set for businesses to flourish.

### CORE VALUES

High quality performance is expected by exemplifying the following:

- Professionalism
- Integrity
- Respect
- Accountability
- Teamwork
- Ethical Behavior

auditing functions contributes to the complexity of the position. The Finance Director will be responsible for monitoring and servicing GEFA loans for three water and water reclamation projects, with the concurrent need to balance utility expenses and revenues in a growing community. The current budget for the Finance Department is \$22.7M, including a \$6.8M Water-Sewer Fund and an \$8.13M Natural Gas Fund.

### ESSENTIAL FUNCTIONS

- Ensures deposits are entered into bank's clearing account; redistributes clearing account deposits into other accounts in order to meet expenses.
- Maintains the general ledger and budgetary accounts to ensure that records are balanced and revenues are accounted for.
- Manages month-end and year-end closing of all books and accounts; opens new books and accounts for new month and year; prints monthly reports.
- Serves as budget analyst for the City; develops annual budget calendar and coordinates submittal of department budget requests.
- Assists in developing expenditure and revenue estimates; conducts conversation of budget records to meet any fiscal year budget amendments.
- Monitors City expenditures and revenues to ensure compliance with adopted budget.
- Writes journal entries and makes adjustments as needed to City's accounts receivable, accounts payable and payroll records.

- Serves as interface with auditors and accountants.
- Manually types checks for small funds; makes monthly transfers for sinking fund, debt service, government center, and maintenance revenue.
- Prepares monthly sales and excise tax reports.
- Sets-up MGAG loans and submits draw requests to the Gas Authority monthly.
- Maintains revolving loan accounts.
- Submits 1099s yearly.
- Oversees the financing of grant projects.
- Prepares audit schedules as requested by city's accountant.
- Applies returned checks to customer accounts.
- Prints monthly reports.
- Requests, opens, and tabulates bids as needed; corresponds with all vendors.
- Uploads files for electronic accounts payments.
- Oversees computerized record book of accounts showing all money received on behalf of the City and the source and deposition thereof, which record shall be open for inspection by the public and City Council members.
- Reviews accounts payable and payroll reports when checks are written and makes related bank transfers.
- Oversees monthly cut-offs of delinquent accounts and water bill adjustments.
- Oversees the operations of the Utility Billing Department.
- Performs other duties as assigned.

## IDEAL CANDIDATE

The ideal candidate will most importantly bring competence and integrity with extensive government finance experience and may also bring auditing experience. The successful candidate will also have the ability to convert from cash to modified accrual accounting, experience with Munis or similar software in optimizing automated functionality, and experience with remote reading systems for utility meters. The ideal candidate is an established professional with the ability to confidently lead "beyond the numbers" - with an articulated vision, and in effective partnership with the City Administrator, Mayor and Council, departments and staff.

## KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard budgeting principles and practices in governmental finance.
- Knowledge of standard government fund accounting principles, practices, and procedures.
- Knowledge of modern office technology and equipment.
- Knowledge of personnel laws and practices.
- Ability to analyze financial and accounting data.
- Ability to interpret and prepare financial reports and statements.
- Ability to maintain accurate and detailed accounting and financial records.
- Ability to follow complex written and oral instructions.
- Ability to establish and maintain effective working relationships with other co-workers, City employees, local government officials and the general public.
- Ability to plan, direct and supervise the work of subordinate personnel.
- Ability to work independently, under general supervision.
- Skill in communicating effectively, both orally and in writing.
- Skill in utilizing various hardware and software computer applications.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or related discipline.
- Five years of governmental finance, accounting, auditing, or related experience,
- Two years of supervisory experience.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform the essential functions of this position.





## COMPENSATION AND BENEFITS

The expected salary range for the Finance Director is negotiable. Benefits offered by City of Thomson include:

- Health Insurance – City pays 100% of Employee Coverage (Base Option Plan) and 50% of Dependent Coverage (tobacco surcharge)
- Life Insurance – City pays 100% (\$15,000 policy)
- GMEBS Retirement Plan – City pays 100%
- Family Y Membership – City pays 100% (after 3 month of employment, must go 12 times per month)
- 10 Paid Holidays
- Earned Vacation and Sick Leave
- Voluntary benefits include Vision and Dental, Newport Group (457b), Nationwide (457b), LegalShield, Transamerica Insurance, and Mutual of Omaha Life Insurance

## TO APPLY

Interested candidates must submit by email a cover letter, resume, at least five job-related references (with email and phone numbers), as well as salary history by **July 19, 2024**, to **jeffhale1968@gmail.com**.

Please direct any questions to Jeff Hale, Associate, Mercer Group Associates, at **jeffhale1968@gmail.com** or 706-371-6126 or Lisa Ward, Senior Associate, **lisaward912@gmail.com**, 706-983-9326.



**MERCER GROUP ASSOCIATES**

*The City of Thomson is an Equal Opportunity Employer.*