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## **CITY OF SYLVESTER FINANCE OFFICER**

Full Time

The City is seeking a qualified Finance Officer to oversee the financial operation of the city. The Finance Officer is responsible for the overall administration and management of the City's Financial Services department. Provides fiscal accountability and transparent stewardship of the public funds to the City directly through the management, monitoring and coordination of the various components of the City's budget. Advises City Manager and Council regarding financial matters such as effective use of resources. Establishing department work plans, goals and objectives; providing direction and guidance to subordinate staff. Performs a variety of administrative duties associated with supervising staff, to include hiring, assigning work, providing guidance and direction; evaluating performance, and taking disciplinary action as necessary. Oversees investment such as interest bearing accounts and certificates of deposits. Prepares monthly and quarterly revenue and expense reports. Coordinates audits and works with auditors to verify expenditures.

Minimum Qualifications Associates or Bachelor's degree in finance, business, public administration or accounting; supplemented by five years of progressively responsible experience in Local Government finance, budget and personnel programs, resources and operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position Experience in a Municipal Government, and INCODE software is strongly desired. EOE.

Salary: DOQ\* Beginning \$74,000 or negotiable /annual with benefits

**To Apply:**  
**City of Sylvester**  
**101 North Main Street**  
**Sylvester, GA 31791**  
Send resume and application to [Tnorris@cityofsylvester.com](mailto:Tnorris@cityofsylvester.com)

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