



4800 Ashford Dunwoody Road
 Dunwoody, Georgia 30338
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To: Mayor and Council
 City of Dunwoody

From: J. Jay Vinicki
 Assistant City Manager

Linda Nabers
 Finance Director

Thru: Eric Linton
 City Manager

Date: 11 May 2020

Subject: Assistant Finance Director Position

Item Description

Staff is asking for Mayor and Council to create the new position of Assistant Finance Director (Grade 113) effective upon Mayor and Council approval.

Background

The current public-private partnership has a contracted accounting manager position. That position was vacated in late October 2019 and took until the first of the year to fill. That employee subsequently left in late March. The position still currently goes unfilled while both the contractor and city staff try to find an acceptable candidate.

Staff has reviewed the arrangement and found that given the market for strong financial leadership, the contracted route for what is basically the number two financial position in the city no longer works as a viable model. Points that reinforce this conclusion include:

- The candidate pool when done through a private contractor and requiring the preference of a certified public accountant does not draw individuals with enough local governmental supervisory experience to train and supervise staff in areas of municipal finance.



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- In the current arrangement, with only the Finance Director being a full-time city employee, institutional knowledge is bifurcated between one employee and the contracting agency. Of all city departments, Finance is the one where actions within the department need to have institutional knowledge of even minor decisions spread amongst multiple city staff.
- The city has grown in financial complexity over the past decade, where the general relationship of an accounting manager to finance director has less value now than having a true assistant finance director. Staff reviewed the possibility of amending the contract to increase this position title and responsibility to that of assistant, but determined the pool of candidates through the public-private partnership will be weak as is currently.

Recommended Actions

Approve the position of Assistant Finance Director (Grade 113) and allow the City Manager to notify the current vendor that the \$208,000 annual cost currently in the contract can be prorated down for the time the position will remain vacant. The new position's total annual cost will be between \$118,000 and \$175,000 turning into a net savings to the city.

Also, the current RFPs for Finance will be negotiated with the final vendor to not include the accounting manager position once a vendor is chosen.

CC: Nicole Stojka



TITLE: Assistant Finance Director
 DEPARTMENT: Finance & Administration
 FLSA STATUS: Exempt

JOB SUMMARY:

Under the direction of the Finance Director, the Assistant Finance Director performs accounting and administrative duties including, but not limited to: supervising staff; directing activities; keeping the Finance Director informed about revenue anticipation and expenditure control; making professional and fiscally responsible recommendations regarding budget status and adjustment; reviewing revenue requirements; and, presenting and explaining City finances, budgets, forecasts, and debt issues to finance associates and other departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs financial, accounting, budgeting, purchasing, occupational tax, capital assets, internal and external audit as well as cost of service measurement functions.
- Develops business systems for daily operations; amends and updates systems as appropriate; monitors and evaluates performance of operating systems.
- Supervises operations, implements established goals and objectives for the department and evaluates team members.
- Administers the daily operations of the Finance function, including accounts payable, receipts and disbursements, general journals, inventories, capital assets, preparation of financial statements, and analysis activities.
- Directs and assists in preparation of comprehensive financial reports and monthly financial statements and administers comprehensive reporting systems that include comprehensive and periodic reports and projects and special reports; submits financial reports monthly to the Finance Director.
- Focuses on internal controls to prevent loss and ensures that they are followed.
- Monitors expenditures and performance compared to the goals.
- Works with purchasing, property tracking and capital assets operations for the City.
- Guides other departments by researching and interpreting accounting policy and applying observations and recommendations to operational issues.
- Coordinates, administers and assists in the City's annual operating budget and annual capital budget preparation; assists department heads in budget preparation; provides historical data, estimates revenues for budget year and compiles and produces budget.
- Consults with and assists external auditors and understands authoritative pronouncements; provides data and documents, and resolves questions and makes recommendations.
- Provides information, financial analysis and advice to the Finance Director and department heads, including various costs of services analysis and other matters relating to finance, accounting and purchasing.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- a) Bachelor's degree in Finance, Accounting or related field from an accredited college or university is required.



- b) Must have a minimum of seven (7) years professional experience in governmental accounting and financial management.
- c) Must have a minimum of five (5) years of supervisory experience.
- d) Certified Public Accountant (CPA) preferred.
- e) An equivalent combination of education and experience may be acceptable.

Necessary Knowledge, Skills, and Abilities

- a) Knowledge of accounting and budgeting practices and knowledge of applicable laws and regulations.
- b) Knowledge of computer based financial systems, administrative and managerial processes and purchasing.
- c) Knowledge of techniques of computerized information management, economic forecasting, trending and investing.
- d) Knowledge that the City's financial regulations and procedures are in compliance with Generally Accepted Accounting Principles (GAAP).
- e) Knowledge of interpreting federal tax laws regarding corporations, relevant federal and state laws, local ordinances and departmental policies and procedures.
- f) Knowledge of personal computers and computer software applications.
- g) Skills in the evaluation of personnel.
- h) Skill in implementing grant revenues and expenditures and legal reporting requirements.
- i) Ability to understand and carry out complex verbal and written instructions.
- j) Ability to deal tactfully and courteously with employees and the general public.
- k) Ability to communicate clearly and effectively, verbally and in writing.
- l) Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- m) Ability to analyze and make management decisions and to supervise.
- n) Ability to maintain complex financial records and to prepare reports utilizing these records;
- o) Ability to plan, establish, assign, and coordinate priorities.
- p) Ability to exercise good judgment in evaluating situations and in making decisions and to work effectively with City constituents and department heads.
- q) Ability to function effectively in a work environment in which the employee is exposed to a large amount of emotional stress in order to manage controversial financial issues and problems.
- r) Ability to be bonded.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk and hear; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds.



- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office or computer room.



PROPOSED POSITION ALLOCATION AND COMPENSATION CHART

Grade	Department	Title	Full Time	Elected Officials	Salary Range	
					Minimum	Maximum
101	Police	Prisoner Transport Officer	2		\$28,085	\$44,936
104	Police	Police Service Representative	6		\$35,379	\$56,606
105	Police	Property and Evidence Technician	2		\$38,209	\$61,135
105	Municipal Court	Deputy Municipal Court Clerk	3		\$38,209	\$61,135
106	Police	Crime Analyst	1		\$41,266	\$66,026
106	Police	Executive Assistant	1		\$41,266	\$66,026
106	Police	Crime Scene Technician	1		\$41,266	\$66,026
107	Police	Detective	9		\$44,567	\$71,308
107	Human Resources	Human Resources Generalist	1		\$44,567	\$71,308
107	Police	Police Officer	38		\$44,567	\$71,308
107	Police	Records Supervisor	1		\$44,567	\$71,308
110	Economic Development	Business Retention Manager	0.7		\$56,142	\$89,827
110	Police	Sergeant	9		\$56,142	\$89,827
111	Police	Lieutenant	4		\$60,633	\$100,045
112	Municipal Court	Municipal Court Clerk	1		\$65,484	\$108,049
113	Finance and Administration	Assistant Finance Director	1		\$70,723	\$116,693
114	City Clerk	City Clerk	1		\$76,381	\$126,028
114	Police	Major	2		\$76,381	\$126,028
116	Community Development	Community Development Director	1		\$89,090	\$146,999
116	Police	Deputy Chief	1		\$89,090	\$146,999
116	Economic Development	Economic Development Director	1		\$89,090	\$146,999
116	Human Resources	Human Resources Director	1		\$89,090	\$146,999
116	Parks and Recreation	Parks and Recreation Director	1		\$89,090	\$146,999
117	Public Works	Public Works Director	1		\$96,218	\$158,759
118	City Manager	Assistant City Manager	1		\$103,915	\$171,460
118	Finance and Administration	Finance Director	1		\$103,915	\$171,460
118	Police	Police Chief	1		\$103,915	\$171,460
	City Manager	City Manager	1		Set by Council	Set by Council
	General Government	City Council		6	Set by Charter	Set by Charter
	General Government	Mayor		1	Set by Charter	Set by Charter