

Finance Director/City Clerk
Dublin, Georgia

The City of Dublin, located 30 miles southeast of Macon, Georgia is seeking highly qualified candidates for the position of Finance Director/City Clerk. Dublin has a population of approximately 16,000 and is the county seat of Laurens County. The Finance Director/City Clerk is a highly responsible administrative and supervisory position for the City of Dublin. This position ensures proper maintenance of records and documents for the City Council, manages all City funds, and the City-wide computer system. The Finance Director/City Clerk is responsible for the comprehensive annual financial report, revenue collections and billings for the general fund, sanitation, water, sewer and gas departments, accounts payable, payroll, and the issuance of business and alcohol licenses. This position also recommends tax millage rate based on tax digest and revenue requirements, handles tax billing and collections.

Minimum qualifications for the Finance Director/ City Clerk include:

- Bachelor's Degree in Finance, Public Administration, Business Administration, or closely related field required; Master's Degree preferred; five years of professional experience in accounting and financial management required; or any equivalent combination of education, training, and experience.
- Supervisory experience and work in a local government of similar size and complexity to Dublin is highly desired.
- The successful candidate must demonstrate a high level of understanding of governmental budgeting, finance, and investment/management of public funds; knowledge of governmental accounting and finance best practices that ensure proper fund management and leads to efficient use of financial resources. Knowledge of best practices for maintaining, tracking, safekeeping, and researching official records and documents of the City is also an important requirement.

The starting salary for the Finance Director/City Clerk will be based upon the qualifications and experience of the selected candidate; starting annual salary is expected to be in the range of \$90,000 - \$100,000. The City offers a comprehensive benefit package which includes medical, dental, life insurance; long-term disability insurance, paid sick and vacation leave and retirement benefits. A relocation allowance may be provided to the selected candidate.

Interested candidates must submit by email a cover letter, resume, at least five job related references, and salary history not later than 5:00 pm (ET) **May 14, 2018** to: alanreddish51@gmail.com.

Additional information: <http://www.mercergroupinc.com>

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