

CITY OF DALTON GEORGIA

JOB TITLE: Finance Director

DEPARTMENT: Dalton Convention Center Finance Department

REPORTS TO: Director of Tourism, Support General Manager

FLSA STATUS: Salary

SUPERVISES: Accounting Assistant

SAFETY SENSITIVE: No

DATE REVISED/REVIEWED: 12/6/2024

Purpose of Job

The purpose of this job is to perform and monitor all aspects of the Finance Department.

Job Related Requirements

Typical Work Schedule:

Monday - Friday, 8:30 am - 5:00 pm

May be required to work on religious holidays, evenings or weekends.

Regular and predictable attendance is required.

Must work cooperatively with others.

Minimum Requirements to Perform Essential Job Functions

- *BBA Accounting or equivalent required; and experience which provides the requisite knowledge, skills, and abilities for this position.*

Essential Duties, Responsibilities:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- *Analyze Historical Data and Prepare Annual Budget*
- *Enter Budget Information Into Momentus*
- *Analyze and Prepare Monthly GAAP Financial Statements*
- *Prepare Board Meeting Packets*
- *Attend Monthly Board Meetings and Complete Minutes*
- *Reconcile Monthly Bank Statements*
- *Prepare Bank Transfers and Wires*
- *Reconcile General Ledger Accounts*
- *Reconcile PPD Accounts*
- *Review and Close Event Folders in Momentus*
- *Prepare and Enter All Journal Entries Into Momentus*
- *Prepare Deposits and Apply Customer Payments in Momentus*
- *Pay Monthly State Sales and Liquor Tax*
- *Choose A/P Invoices For Weekly Check Run*
- *Approved Purchase Orders*
- *Process Tip Allocation for Servers/Monthly*
- *Review and Process T&E Reports*
- *Monitor Capital Spending and Funding Request*
- *Handle HR Issues that May Arrise*
- *Review and Approve Bi-Weekly Payroll*
- *Prepare Paperwork for New Hires*
- *Work with Audit Firm for Yearly Audit*
- *Handles All Aspects of Box Office Events*
- *Any Additional Reports or Projects as Requested by Management*

Knowledge, Skills and Abilities

- *Knowledge and skill to operate various office equipment including a computer, fax/copy machine, calculator, credit card machine and multiline phone system.*
- *Proficient in Excel, Microsoft and Outlook.*
- *Demonstrate Strong Verbal and Written Communication Skills*
- *Ability to communicate effectively with supervisors, and other staff members.*

- *Ability to use independent judgment in routine and non-routine situations.*