

TOWN OF ABITA SPRINGS

Job Description: Financial Director

Band: Director

Job Purpose

The Financial Director executes administrative work in a variety of financial, accounting and budgeting tasks; records and processes accounts payable and receivable, budget reconciliation, revenue, payroll, and other technical accounting transactions, working in compliance with established procedures.

Reports to: Town Clerk/Clerk of Court

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Serve as financial advisor to Mayor and Board of Alderman
- Receive and process invoices; coordinate employee payroll; prepare and maintain accounting records and related reports; assist in Town budget preparation and development; track expenditures, and monitor budget and financial variables, revenue cycle and expenditure trends.
- Verify the accuracy of financial records; assist with resolving accounting and budget issues; interpret and implement financial policies and rules.
- Assist with the preparation and filing of financial reports; coordinate external financial reporting and liaison with external auditors.
- Perform other technical accounting activities including general ledger, accounts payable/receivable, revenue, special fund, bank deposits, reconciliations, and capital assets; review and validate data.
- Maintain financial records and associated filing systems; verify and enter data into the computer tracking systems; code documents, update accounts, compile documentation, and generate reports as needed.
- Perform financial accounting services related to all Town events/museum.
- Create financial efficiencies for Town.
- Provide administrative back-up to other departments as needed.

Job Qualifications

- 2-4 years of experience in accounting, or related field
- Associates degree in accounting preferred
- Knowledge of Microsoft Office with advanced proficiency in Excel and QuickBooks
- Customer Service mindset

Direct Reports

- none