



**City of Atlanta**  
**Department of Human Resources**

<b>Job Title</b>	Finance Director	<b>Hours per week (If Part Time)</b>	40+
<b>Department Name</b>	Atlanta Department of Labor and Employment Services (ADOLES)	<b>Essential/Non-Essential</b>	Essential
<b>Division Name</b>		<b>Position Type</b>	Full Time/ Regular
<b>Reports to</b>	Commissioner of ADOLES	<b>Location</b>	Atlanta, Georgia
<b>Full or Part Time</b>	Full Time	<b>Telework Eligibility</b>	
<b>Pay Grade/ Salary Range</b>	G.30. \$103,086.05 - \$171,810.08	<b>FLSA Status</b>	Exempt

**SUMMARY OF DUTIES**

**About Atlanta Department of Labor and Employment Services**

ADOLES was created in January 2023 under Mayor Dickens administration with a vision to develop a robust workforce that will meet the needs of Atlanta's expanding city and allow residents a pathway to move up the economic ladder. The department supports Labor and Innovation, Adult, Dislocated Worker, and Youth Employment Services. The Department partners with federal, state, and local governments, colleges, schools, and community and faith-based organizations to deliver comprehensive workforce development services. The department currently administers a portfolio of programs including federal programs including the Workforce Innovation and Opportunity Act and the American Rescue Plan Act.

The Finance Director works across the Department to ensure a strong financial management infrastructure for the Department. The Finance Director will assume a leadership responsibility and ultimate oversight for all fiscal services in the areas of general accounting, budgeting, accounts receivables, credit card, accounts payable, procurement, reimbursement functions, and reporting. The Finance Director works alongside the Commissioner and the executive leadership team to make financial recommendations and decisions that yield positive outcomes.

**MAJOR DUTIES AND RESPONSIBILITIES**

*List the essential job duties that are specific to the position. These are typical responsibilities for this position and should not be construed as exclusive or all inclusive.*

- Develops and implements office fiscal goals, objectives, policies, and priorities (including service levels and resource allocation).
- Develops and applies performance measurement metrics to evaluate progress and increase accountability for goal achievement with high attention to detail.
- Oversees the development and management of the operating budget for the department's expenditures and revenues.
- Leads the finance staff to ensure the timely and accurate accounting and reporting for all fiscal transactions on a monthly, quarterly, and annual basis, to include addressing forecasting, statistical, and analytical reporting functions.
- Oversees all audit activities from federal state, and local agency's' and manage the preparation of financial statements as needed.
- Cultivates and leads a team of highly talented professionals by providing an overarching strategic vision and strategy for the office and help to ensure the appropriate resources are available to be successful in achieving clearly defined priorities.
- Partners with members of the executive team to establish short and long-term financial and strategic economic objectives for the organization that are in alignment with the overall strategy and mission.



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- Translates and share complex financial information and business concepts with a variety of audiences.
- Collaborates with both program and fundraising staff to provide leadership in developing and budgeting of existing and new program initiatives.
- Creatively assesses ways to identify and increase revenue in a resource-restricted environment.
- Develops, evaluates, implements, and maintains policies and procedures.
- May perform other duties as assigned.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. COA may change the specific job duties with or without prior notice based on the needs of the organization.

**Knowledge, Skills, And Abilities**

- Demonstrates extensive knowledge and application of the principles and practices of local governmental accounting,
- Extensive knowledge in the preparation of internal financial statements, and complex external financial reports, including the Annual Comprehensive Financial Statement and other required regulatory reports,
- Extensive knowledge in the principles and practices of cost and fixed asset accounting, grants management and compliance, internal controls and audit principles and practices, and of the principles and practice of municipal budgeting, capital improvement budgets and funding, forecasting and financial modeling.
- A master communicator with the ability to cultivate and drive crucial conversations with internal and external stakeholders leading to actionable, productive outcomes.
- Understand systems, processes, and people to develop and implement solutions to problems

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

1. Bachelor's Degree in accounting, finance, business or public administration, or a related field required
2. A minimum of ten (10) plus years of professional experience in finance and operations, with at least 5 years in a senior leadership role, ideally at an organization with an annual operating budget of \$3 million or more from various funding sources (federal, state and local) agencies.

**Special Requirements**

1. License as a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO)

**PHYSICAL REQUIREMENTS**

*To comply with the **AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)** which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, intellectual and environmental conditions of the Essential Duties of the job. Please check all that apply.*

On the job, the employee must:

<input type="checkbox"/> Bend	<input type="checkbox"/> Walk
<input type="checkbox"/> Reach	<input type="checkbox"/> Crouch
<input type="checkbox"/> Crawl	<input type="checkbox"/> Climb
<input type="checkbox"/> Squat	<input type="checkbox"/> Access heights
<input checked="" type="checkbox"/> Sit	<input type="checkbox"/> Push/Pull
<input type="checkbox"/> Grasp	<input type="checkbox"/> Stoop
<input type="checkbox"/> Stand	<input type="checkbox"/> Use fine finger movements



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<input type="checkbox"/> Kneel		<input type="checkbox"/> Handle objects (manual dexterity)	
<input type="checkbox"/> Reach above shoulder level		<input type="checkbox"/> Other:	
<b>LIFTING REQUIREMENTS</b>			
<input checked="" type="checkbox"/> Light physical demand			
<input checked="" type="checkbox"/> Up to 10 pounds	<input checked="" type="checkbox"/> Seldom or Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Frequently or Often
<input type="checkbox"/> Medium physical demand			
<input type="checkbox"/> Up to 25 pounds	<input type="checkbox"/> Seldom or Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Frequently or Often
<input type="checkbox"/> Up to 50 pounds	<input type="checkbox"/> Seldom or Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Frequently or Often
<input type="checkbox"/> Heavy physical demand			
<input type="checkbox"/> Up to 100 pounds	<input type="checkbox"/> Seldom or Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Frequently or Often
<input type="checkbox"/> More than 100 pounds	<input type="checkbox"/> Seldom or Never	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Frequently or Often
<b>WORKING CONDITIONS</b> ( <i>Environment</i> )			
On the job, the employee must work in/around:			
<input type="checkbox"/> Excessive noise		<input checked="" type="checkbox"/> Office or similar indoor environment	
<input type="checkbox"/> Medium voltage		<input type="checkbox"/> Outdoor environment	
<input type="checkbox"/> High voltage		<input type="checkbox"/> Street environment (near moving traffic)	
<input type="checkbox"/> Hazardous chemicals		<input type="checkbox"/> Construction site	
<input type="checkbox"/> Heavy equipment/machinery		<input type="checkbox"/> In the community (homes, businesses, etc)	
<input type="checkbox"/> Confined spaces		<input type="checkbox"/> Correctional facility, detention center or jail	
<input type="checkbox"/> Dust, fumes, gases, radiation		<input type="checkbox"/> Clinical healthcare environment	
<input type="checkbox"/> Inclement weather conditions		<input type="checkbox"/> Warehouse environment	
<input type="checkbox"/> Water, which may include, potable water, ground water, stormwater, and sewage.		<input type="checkbox"/> Shop environment	
<input type="checkbox"/> Hot and humid conditions		<input type="checkbox"/> Other:	
<input type="checkbox"/> Moving machinery			

It is the policy of the City of Atlanta ("COA") that qualified individuals with disabilities are not discriminated against because of their disabilities regarding job application procedures, hiring, and other terms and conditions of employment. It is further the policy of the COA to provide reasonable accommodations to qualified individuals with disabilities in all aspects of the employment process. The COA is prepared to modify or adjust the job application process or the job or work environment to make reasonable accommodations to the known physical or mental limitations of the applicant or employee to enable the applicant or employee to be considered for the position he or she desires, to perform the essential functions of the position in question, or to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees without disabilities, unless the accommodation will impose an undue hardship. If reasonable accommodation is needed, please contact the Human Resources Director for your department.

**The City of Atlanta is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, gender identity, marital status, veteran's status or national origin, or any other basis prohibited by federal, state, or local law. We value and encourage diversity in our workforce.**

**SUPPLEMENTAL INFORMATION**

Reviewed By (Department Manager):	Class Code: OP0551
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Reviewed By (HRBP):	EEO-4 Code: 1 - Officials/Administrators
Reviewed By (Compensation):	Major Code:
Established Date:	Major Group:
Revised Date:	Combo Subgroup:
Classification Level: Deputy/ Assistant Department Director	Worker Comp Code:
FLSA: Exempt	