



**Outstanding
opportunity
to serve the
citizens of
Milton, Georgia,
as the next
Finance
Director**



About the City

MILTON
FINANCE DIRECTOR

Located 31 miles north of downtown Atlanta, Milton is a distinctive, modern city that embraces small-town life and its rural heritage.

Incorporated in 2006, Milton is one of the metro area's newest and most desirable cities. The City has been recognized nationally for its high quality of life, as one of the best places to raise a family, and has been consistently ranked as one of Georgia's safest cities.

The City's ability to balance growth with preserving green space and rural character is a key factor in its lure to both residential and commercial interests.




41,296
POPULATION

39.12
SQUARE
MILES

 **38.7**
years
MEDIAN AGE

1.7%
UNEMPLOYMENT
RATE

 **72%**
BACHELOR'S
DEGREE+

\$151,491
MEDIAN HOUSEHOLD
INCOME

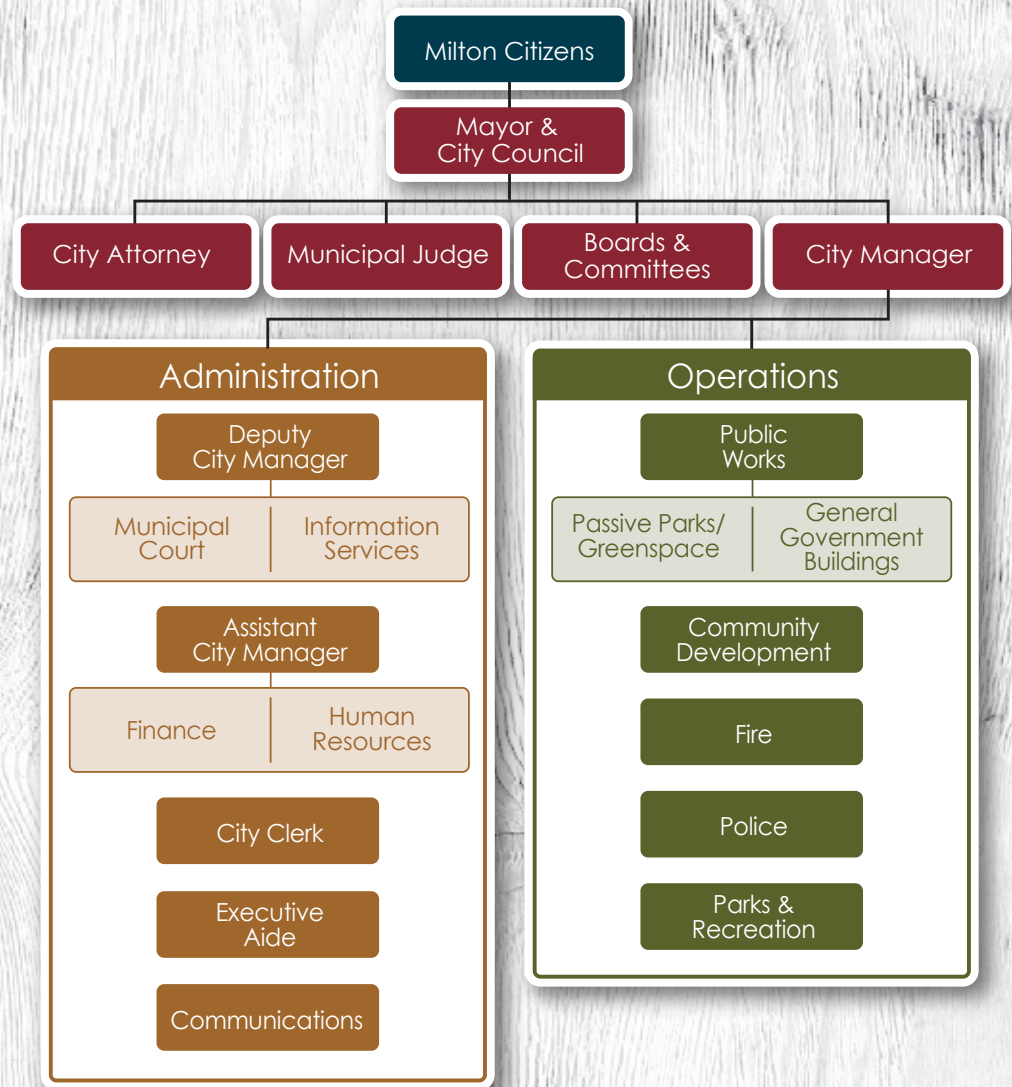
\$538,585 MEDIAN
HOME VALUE



About the Government

The City of Milton was born out of citizens' desire for greater local control and a burgeoning sense of community. Milton operates under a Council/Manager form of government, whereby the City Manager is appointed by the Mayor and Council to be responsible for the daily operations of the City.

The City of Milton provides a full range of city services including police and fire protection; community development; the construction and maintenance of streets and other infrastructure; and parks and recreational programs and activities. Services such as water, sewer, public health, and animal control are provided by Fulton County.



About the Government

MILTON
FINANCE DIRECTOR



161
full-time
employees

35
part-time & seasonal
employees

\$46.2M
annual budget

OUR MISSION



All members of the City of Milton
take pride in our responsibility
to protect and improve
the high quality of life
for those we serve.

CORE VALUES

TEAM MILTON IS DEDICATED TO

Teamwork
Rural Heritage
Service
Ownership
Leadership

WE DO...



Believe that public service
is a calling

Celebrate diversity and the unique
attributes that make up our team

Support and encourage staff
development at every level

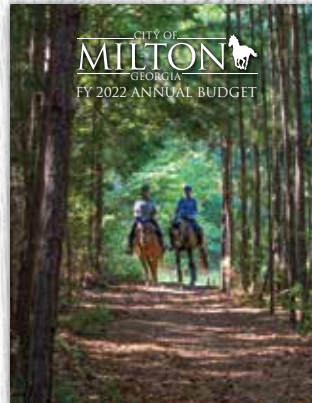
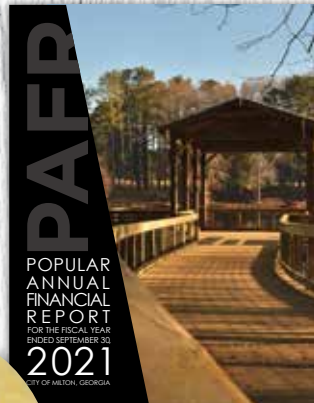
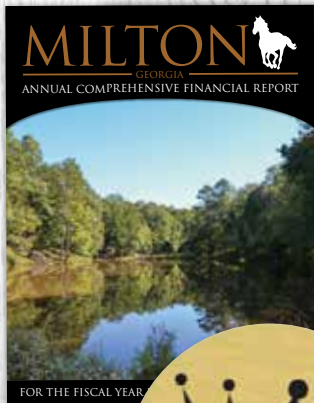
Make decisions for the long-term

Understand that we exist to serve
our community and each other

About the Department

The Finance Department works to ensure the City of Milton is a fiscally sound organization by maintaining accurate, timely financial and accounting records; establishing internal controls to protect and preserve City assets; and providing short- and long-term financial planning.

The Finance Department is responsible for activities including accounting and financial reporting, budget management and compliance, debt management, capital financing, purchasing, financial analysis and planning, property tax billing and collection, and the issuance of occupational tax certificates and alcohol beverage licenses.



CURRENT PROJECTS



Formalization of departmental standard operating procedures

Evaluation of the current occupational tax process and fee structure

Collaboration with the Community Development, Police, and Fire departments to systematize interdepartmental workflows related to the issuance of occupational tax certificates and alcohol beverage licenses

Streamline citizen and business owner interactions with Finance through the identification and implementation of comprehensive web-based application and payment tools

About the Position

The City of Milton is looking for a proven Finance professional to replace the Director who was promoted to the role of Assistant City Manager. Reporting directly to the Assistant City Manager, this position provides leadership and manages a core staff of professionals.

RESPONSIBILITIES OF THE NEW DIRECTOR INCLUDE:

Supervises a team of six (four full-time and two part-time) Finance professionals committed to best practices in financial management and transparency

Plans and assigns work, provides training opportunities, evaluates performance, and works with staff to develop meaningful career paths for employees

Ensures compliance with all federal, state, and local laws, generally accepted accounting principles (GAAP), and Governmental Accounting Standards Board (GASB) pronouncements

Plans, organizes, supervises, and directs the following financial functions: financial analysis and forecasting, accounting and general ledger oversight, cash and investment management, debt management, purchasing, accounts payable, fixed assets, revenue collection including property tax billing and collections, local homestead exemption application processing, occupational tax certificate issuance, alcohol beverage license issuance, grant management, preparation of financial statements, and financial compliance

Responsible for the preparation of all documentation for the annual external audit including serving as the point person for, and collaborating with, Milton's auditors throughout the annual audit process

Develops the Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR). Completes all end-of year reporting to related federal, state, and local government agencies as well as the Government Finance Officers Association (GFOA)

Consults with financial advisors regarding debt management and maintains Milton's AAA credit rating through adherence to the City's strong financial policies

Implements best practices related to financial oversight and transparency

Administers a \$46.2 million operating and capital budget by maintaining records and preparing reports related to actual revenue collections and spending compared to budgeted expectations

Maintains an eye toward the future while also overseeing the Department's day-to-day operations through implementation of strategic short- and long-term financial plans

Facilitates exceptional relations with fellow City staff, citizens, and businesses while promoting superior customer service both internally and externally

Maintains quality working relationships and serves as a resource for all City departments

Provides accurate, timely, and transparent reporting for City Council, citizens, stakeholders, and staff

Attends City Council and other meetings as necessary

About the Position



Our current financial software can be challenging at times. Our new Director will play a pivotal role in assessing our current system and making recommendations to City leadership.

Milton's engaged community requires a robust customer service program. Our Finance team is second to none in this regard, but a commitment to unrelenting growth and creativity will be required for continuous improvement.

GASB pronouncements, property tax laws, and many other regulations are continually changing. It is the responsibility of our new Director to prepare, communicate with, and support our team members throughout the implementation of the changes.



Our current team has a broad skillset and knows their jobs well. They are adept at finding creative, positive solutions to the most challenging issues.

The City of Milton – just in its second decade of operation – provides the next Director with the opportunity to re-envision and formalize operating procedures to ensure projects, programs, and day-to-day tasks are completed to a consistently high standard.

Team Milton enjoys an exceptional and supportive relationship with its elected leaders and the community, which creates an ideal environment for positive change.



The new Director will be expected to articulate a vision for the Department and to develop short- and long-term departmental goals that are aligned with the City's Comprehensive and Strategic Plans.

Standard operating procedures are critical for organizational success. The new Director will be expected to assess the current standard operating procedures and build upon them to ensure consistency, efficiency, effectiveness, and compliance with standards and regulations.

Team Milton is a high performing team that relies on the synergies created between our various departments. The new Director will be expected to play a critical role in our team approach to organizational success.



Challenges



Opportunities



Expectations

About the Candidate

Milton City Manager Steve Krokoff said, “I am looking for an energetic leader whose focus on excellent service to our community is only rivaled by his/her desire to achieve more. The candidate must possess an extraordinary ability to understand people and circumstances and leverage that ability to strategically steer our Finance Department. The capability to effectively communicate is a must; but the capacity to effectively receive communication is absolutely critical. We rise and fall as a team — and this position is essential to our collective win.”

The successful candidate will be expected to demonstrate strong leadership, be a self-starter, and have a passionate commitment to preserving Milton as a city that greatly values its high quality of life, strong sense of community, and respect for its cherished rural heritage.

The candidate must demonstrate the ability to safeguard Milton's legacy of financial stability, transparency, and stewardship; develop long-range financial plans; and manage day-to-day operations related to revenue collection, accounting, and purchasing. Additionally, the candidate should have experience in ensuring compliance with local, state, and federal laws as well as generally accepted accounting principles (GAAP), and have superior customer service skills to work with an engaged citizenry to resolve concerns.

THE IDEAL CANDIDATE BRINGS...



Leadership

Commitment to effective leadership and a strong willingness to embrace collaboration internally and externally

Innovation

Fresh ideas with different experiences and unique perspectives and a desire to remain on the forefront of technology and industry advancements

Energy

Enthusiasm and focused efforts that demonstrate a passion for public service

Expertise & Intellectual Curiosity

In-depth knowledge of local government finance principles and best practices, combined with a strong desire for continued professional development

Versatility

Unique ability to know when to lead, coordinate, delegate, facilitate and/or follow

Minimum Qualifications

The successful candidate must have a bachelor's degree in Accounting, Finance, Business, or a related field and seven (7) years of responsible, progressive management and leadership experience in the areas of Accounting and/or Finance with at least four (4) years of supervisory experience.

A master's degree in Business Administration or Public Administration is preferred as is five (5) years of local government accounting or finance experience. Current Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM) is also preferred.

Must possess a valid Georgia driver's license, or the ability to obtain and maintain a Georgia driver's license, and a satisfactory motor vehicle report (MVR) is required.



Benefits and Compensation

Starting salary is expected to be in the range of **\$115,000 - \$125,000** (depending on qualifications) with an excellent benefits package including:

Health,
dental
and vision
insurance



Retirement plan

Short-term
and long-term
disability coverage



Life insurance



Paid time off

Negotiable
relocation
expenses



BENEFITS



Social Security exempt – City matches a **6.2%** employee contribution (immediate vesting)

2 for 1 match

employee 457 plan contributions up to the first 6% (graduated vesting)

3x annual salary in life insurance

Voluntary and dependent **life insurance**

City pays up to **92%** for family health insurance

City pays **100%** for individual health coverage

City-provided short-term and long-term **disability**

Generous **PTO** program

City-provided employee
Dental & Vision coverage

AFLAC
supplemental coverage

What staff have to say...

“Working for the City of Milton is a continual rewarding experience because of the strong sense of community, its gracious citizens, and dedicated leaders.”

“Being a part of a team with such dedicated and reliable coworkers who raise the bar each day is inspiring and motivating.”

“I like working for Milton because I can see first-hand that my work is making a difference in the community.”

“The City genuinely cares about the employees and the citizens and works to ensure that both have a great experience.”

“Milton is staffed with very experienced and dedicated professionals who enjoy providing exceptional public service. Working with such an outstanding team is truly rewarding.”

“There is a genuine spirit of cooperation and shared goals here at the City of Milton.”

Interested candidates should submit by email a cover letter, resume, at least five job-related references (including names, email addresses, and telephone numbers), and salary history not later than June 14, 2022, to:
Lisa Ward, Senior Associate
Mercer Group Associates, at lisaward912@gmail.com.

Any questions, please call 706-983-9326.

Alan Reddish, Senior Associate

Cell: 706-614-4961
107 Indigo Lane
Athens, Georgia 30606



www.cityofmiltonga.us



@thecityofmiltonga



@cityofmiltonga



@cityofmiltonga

MILTON