



# RECRUITING FOR CITY OF NORCROSS FINANCE DIRECTOR







The City of Norcross is a picturesque community that blends authentic historic charm with a trendy lifestyle. As the second oldest city in Gwinnett, heritage is a huge source of local pride and its influence on the local “way of life” can be seen in the slower pace of people passing by as well as in the vibrant energy of its historic downtown. It’s a city where everyone still knows everyone and where civic engagement is abundant.

But don’t let the small town charm lead you into underestimating this city—Norcross is an economic powerhouse with a strong and diverse business environment heavily engaged in the growing technology, business services, creative industries and other wide-ranging business sectors. The 6.5 square-mile community has also received recognition in the areas of sustainability, affordable housing, healthy living and more. With two film studios a block outside of city limits, the downtown and historic residential area are popular locations for TV series and major motion pictures. If you are looking for a forward-thinking and proactive city committed to creating a “live-work-play” environment while maintaining its unique historic character, Norcross is your answer.

**\$72,927**

**MEDIAN HOUSEHOLD INCOME  
(2023)**

**\$337,100**

**MEDIAN HOUSING VALUE**

**HOME TO 5%  
OF JOBS IN COUNTY**

**AVERAGE SALARY \$63,062**  
(<\$10k more than county average)

**31.1**  
**MEDIAN AGE**



The City of Norcross is governed by a council-manager form of government. The City Council determines the city policies, and the City Manager is responsible for the city operations and execution of the set policies. The City Council consists of a mayor and five councilmembers. All councilmembers are elected at-large for four-year terms. Norcross operates an electric utility and is a member of MEAG (Municipal Electric Authority of Georgia).

**\$49.5 MILLION DOLLAR**

Budget

**\$19.2 MILLION DOLLAR**

General Fund

**\$14.7 MILLION DOLLAR**

Electric Fund

**\$38.5 MILLION DOLLAR**

Operating Budget

**\$7.1 MILLION DOLLAR**

Capital Budget

**\$3.9 MILLION DOLLAR**

Other Costs

**5 COUNCILMEMBERS  
& A MAYOR**

**125 EMPLOYEES**

**20 MILES NORTH OF  
ATLANTA ALONG I-85**

**GWINNETT COUNTY**

**6 SQUARE MILES**

**POPULATION OF 17,706**

(expected to grow to about 25,000 residents by 2040)



## ACCOLADES

**Platinum Level Green Community**, Atlanta Regional Commission

**Best Green Government**, Gwinnett Clean & Beautiful

**Listed on the National Register of Historic Places** (first city in Gwinnett County to be recognized)

**CALEA Internationally Accredited Police Department**

**Participant in 3-year GICH Study**, Georgia Initiative for Community Housing

**Tree City USA**, The Arbor Day Foundation (16 years and counting!)

**Bee City USA**, Xerces Society for Invertebrate Conservation

**Purple Heart City**, Military Order of the Purple Heart

**Network of Age-Friendly Communities**, AARP

**Welcoming City**, Welcoming America

**Jeff Cook Safety Award**, Electric Cities of Georgia

**Community Choice Award**, Atlanta Regional Commission

**Regional Excellence Award**, Atlanta Regional Civic League

**Gwinnett's Best Downtown**, *Gwinnett Magazine*

**Gwinnett's Best Arts & Cultural Scene**, *Gwinnett Magazine*

## LEARN MORE!

[NorcrossGA.net](http://NorcrossGA.net)

# FINANCE DIRECTOR

## SUMMARY

The City of Norcross is looking for a full-time Finance Director. The purpose of this position is to oversee programs in the Finance Department and provide financial analysis and recommendations that support enterprise-wide policy and operating decisions. The incumbent will oversee financial administration, purchasing, accounting, treasury, debt management, and budget.

Responsibilities include but are not limited to organizing and coordinating the work of the department to ensure city goals are attained, management oversight for all financial services programs and activities.

## DEPARTMENT

Finance Department

## REPORTS TO

City Manager

✓ Full-Time

✓ Exempt

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Under the direction of the City Manager, directs and coordinates preparation of the annual city budget and monitors expenditures by providing a monthly budget review for all departments.
- Monitors City expenditures and revenues to ensure compliance with the adopted budget; prepares cash flow projections and budget reports as necessary.
- Assists departments in monitoring expenditures under grants and monitors grant compliance.
- Reviews maintenance of the fixed asset and depreciation schedules (maintained by Finance Department).
- Reviews and reports on financial projects that affect the city directly or indirectly.
- Provides full disclosure of the financial position of all funds, appropriations, and accounts of the City.
- Assists external auditors by providing needed data.
- Works with City Manager and Independent Auditor to develop internal audit procedures.
- Plan, organize, and direct the City's financial affairs including functions of accounting and reporting, finance administration, purchasing, treasury, debt management, and budget.
- Serves as custodian of all the public monies, funds, notes, bonds, and other securities belonging to the City.
- Directs the proper collection of all City revenues and makes all payments upon properly executed payment vouchers or authorization.
- Directs the preparation of complete statements of receipts, payments, and cash financial position of the City as well as annual financial statements in conformity with generally accepted accounting principles and Government Finance Officers Association recommended practices.
- Directs the investment of City funds that are not needed to meet current expenditures.
- Directs development and implementation of a sound debt structure to ensure a strong financial position for the City.

- Directs the procurement of goods and services required by the city through a centralized purchasing process.
- Involved in oversight of contract management and compliance for all Departments.
- Advises City Manager regarding internal control systems; recommends new or revised fiscal policies and methods.
- Recommends ordinances and resolutions and major operational adjustments as required to safeguard the validity and reliability of financial reporting systems.
- Participates in long-range and short-range planning for City finances and impact on future City operations.
- Selects, trains, and supervises personnel directly or through subordinate supervisors.
- Monitors various state and federal legislative proposals, which may impact the City's financial affairs.

**Additional Duties and Responsibilities:**

**Any other duties as assigned by the City Manager.**

## ABOUT THE IDEAL CANDIDATE

The ideal candidate for the position shall be a professional and ethical Finance Director who is a dedicated team player and has a proven Financial Services record of success in leadership and management of Finance functions within a public/governmental agency/organization. The successful candidate should be an experienced, self-confident person who can immediately provide quality Financial Services to a variety of internal departments in a timely manner and is able to address budget questions/concerns/issues with diplomacy and tact. The ability to identify and implement new and innovative approaches within a department is an important qualification expected of the new Finance Director. Specific experience is expected in purchasing and procurement, accounting, budget development and the ability to offer responsive support services to a team-oriented organization. The ideal candidate will be detail-oriented, have well-developed problem-solving abilities, have the ability to communicate with stakeholders about the budget process, and focus on succession planning within the Finance Department.

**Minimum Qualifications Include:**

- Bachelor's degree in Finance, Accounting, or related degree from an accredited university or college plus five (5) years of diversified experience in government finance, reflecting increasing responsibility in key positions is required.
- CPA or a Master's degree preferred.
- Extensive knowledge, and skills of accounting software required/critical; working knowledge of governmental budgetary accounting and reporting systems.



## CHALLENGES & OPPORTUNITIES

The new Finance Director will be expected to provide leadership to and support for the following:

- Develop an annual financial forecast that aligns with the City's long-term operational goals, budget constraints, and strategic initiatives.
- Evaluate the City's budget development process and recommend changes that increases the focus on cost effective use of resources, encourages collaborative interaction with department heads, and promotes transparency and understanding by all stakeholders.
- Consult with the auditors throughout the annual audit process to ensure timely preparation of the Annual Comprehensive Financial Report and other required financial reports to local, state, and federal agencies. Implement authoritative pronouncements and findings recommended the approved audit reports in order to maintain a strong financial position for the City.
- Evaluate the City's current fiscal policies and procurement practices to ensure proper checks and balances are in place and to determine if a more centralized of purchasing process would be more cost effective.
- Ensure that all finance department staff are cross trained in various functions of the department; recognize current skillsets of staff members while holding staff accountable for ongoing professional development.
- Promote an enhanced quality of customer service within the Department that is sensitive to the needs of internal customers and external stakeholders.
- Work with the Mayor & Council and City Manager to ensure funding for capital projects is allocated as approved by the M&C and accurately reported for each project using generally accepted accounting principles. Capital projects currently in various stages of development include: \$13 million for resurfacing and addressing deferred maintenance of transportation and stormwater infrastructure; \$12 million for the Beaver Ruin Greenway land acquisition and construction project; and \$26 million for a Public Safety facility currently in the design stage.

## COMPENSATION & BENEFITS

The expected starting salary range for this position is \$115,000 - \$135,000 (depending on qualifications of the selected candidate), with a comprehensive benefits package, including health, dental, life insurance and retirement benefits. Relocation expenses negotiable.

## HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, at least five job related references (with email and phone numbers), as well as salary history no later than close of business on **March 27, 2024; to lisaward912@gmail.com**. Please direct any questions to Lisa Ward, Senior Associate, Mercer Group Associates, at lisaward912@gmail.com or 706-983-9326 or Alan Reddish, Senior Associate, Mercer Group Associates, Cell: 706-614-4961.



**MERCER GROUP ASSOCIATES**

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