

**PROPOSAL for City of Jonesboro, GA**  
**12/22/2025**  
**Professional Services- Finance Director**

**Proposal #2025-B**

# **Finance Director – Scope of Services**

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## **STATEMENT OF WORK (SOW)**

**Engagement Dates: January 1, 2026 – Ongoing Until Terminated**

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### **1. Introduction**

This Statement of Work (“SOW”) outlines the scope, responsibilities, deliverables, pricing, and terms under which JATAXS Consulting, LLC (“Finance Director” or “Provider”) will deliver outsourced Finance Director services to **Jonesboro** (“the City”).

The engagement provides strategic financial leadership, oversight of municipal financial operations, and support for compliance on a full-time or project-based basis.

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### **2. Objectives of the Engagement**

- Strengthen the City’s financial management, reporting, and transparency.
  - Ensure compliance with GASB, state statutes, federal grant requirements, and municipal codes.
  - Support leadership, Council, and departments in financial planning and decision-making.
  - Improve systems, processes, and internal controls across all funds.
  - Provide experienced strategic financial oversight without the cost of a full-time Finance Director.
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### **3. Scope of Services**

### **3.1 Strategic Municipal Financial Leadership**

- Advise City Manager, Mayor, and/or Council.
- Develop and maintain yearly financial and capital (CIP) plans.
- Recommend updates to financial policies (investment, fund balance, purchasing, reserves).
- Prepare financial impact analysis for major projects and programs.

### **3.2 Budget Development & Administration**

- Lead operating and capital budget development.
- Coordinate budget submissions from all departments.
- Prepare public hearing materials, workshop presentations, and budget books.
- Monitor budget-to-actual results and recommend amendments.

### **3.3 Financial Reporting & Compliance**

- Prepare monthly, quarterly, and annual financial reports.
- Oversee fund accounting for governmental, enterprise, and special revenue funds.
- Ensure GASB compliance and proper documentation.

### **3.4 Treasury, Cash Flow & Fund Balance Oversight**

- Oversee investments consistent with state law and City policy.
- Monitor fund balances and working capital needs.
- Review banking relationships and merchant service agreements.

### **3.5 Accounting Oversight**

- Oversee month-end and year-end close processes.
- Review reconciliations, journal entries, and schedules.
- Ensure accurate accounting for grants, utilities, capital projects, and restricted funds.

### **3.6 Audit, Internal Controls & Risk Management**

- Manage audit preparation and coordinate with external auditors.
- Support Single Audit compliance (if applicable).
- Review and update financial and procurement policies.
- Identify financial risks and recommend mitigation strategies.

### **3.7 Grants Management**

- Oversee grant budgeting, reporting, and drawdowns.
- Ensure Uniform Guidance compliance.
- Assist departments with developing grant proposals and budgets.

### **3.8 Cross-Department Support**

- Provide financial guidance to Police, Public Works, City Clerk, and others.
- Assist HR with compensation and benefit cost modeling.

### **3.9 Systems & Process Improvement**

- Evaluate financial systems and recommend enhancements.
- Support ERP upgrades, and workflow automation.
- Improve data integrity and reporting accuracy.

### **3.10 Special Projects (As Needed)**

- Debt issuance support and bond compliance.

## **4. Deliverables**

The Contractor will deliver, at a minimum:

- Monthly financial statements
- Quarterly forecast updates
- Annual operating and capital budgets
- CIP funding plan
- Updated financial policies
- Audit preparation package
- Grant compliance reports
- Council and public presentation materials
- Year-end close support

(Additional deliverables may be included as project scope expands.)

## **5. Engagement Structure & Availability**

The Provider will deliver services according to the following tier. Hours may be a mixture of remote and onsite support as agreed, with a minimum of 2 full days onsite. Will also attend Council Meetings & Work Sessions. During critical times, contractor will provide as many hours as needed to get the project completed, such as the audit/budget. This will include working late night, and weekends.

## 6. Pricing & Tier Options

### Tier 1 — Executive-Level Partnership

- Full leadership integration without full-time cost
    - Monthly reporting, budget support, and advisory
    - Monthly Council presentations
    - Audit coordination (audit catch-up)
    - Expanded project support (rate studies, ERP improvements)
    - Departmental support
- Rate:** \$11,000/month (due the 1<sup>st</sup> of each month)
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## 7. Term & Termination

- The engagement begins on **January 1, 2026**, and “**Ongoing Until 30-Day Written Notice**”.
  - Either party may terminate with appropriate notice per contract terms.
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## 8. Responsibilities of the City

- Provide timely access to financial systems, staff, and records.
  - Supply all relevant policies, budgets, and historical financial reports.
  - Designate a primary point of contact (City Manager, Finance Staff, etc.).
  - Ensure onsite access when required.
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## 9. Responsibilities of the Contractor

- Maintain confidentiality and comply with state and municipal laws.
  - Perform duties with professional care and in accordance with GASB.
  - Provide regular progress updates and timely deliverables.
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# 10. Approval & Signatures

**Mayor, City of Jonesboro**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Contractor / Finance Director**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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