

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

Proposal #2025-B

Finance Director – Scope of Services

STATEMENT OF WORK (SOW)

Engagement Dates: January 1, 2026 – Ongoing Until Terminated

1. Introduction

This Statement of Work (“SOW”) outlines the scope, responsibilities, deliverables, pricing, and terms under which JATAKS 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.

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.

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 1st of each month)

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.

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.

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.

10. Approval & Signatures

Mayor, City of Jonesboro

By: _____

Name: _____

Title: _____

Date: _____

Contractor / Finance Director

By: _____

Name: _____

Title: _____

Date: _____
