

TOWN OF EDISTO BEACH

Job Description

Finance Director

DEPARTMENT: Administration
REPORTS TO: Town Administrator
STATUS: Full-Time
OVERTIME: As Needed
SAT., SUN., HOLIDAYS: Rarely

FLSA CLASSIFICATION : Non-Exempt
JOB CLASSIFICATION: TBD
SCHEDULE: Monday-Friday, 8:00 a.m.-4:30 p.m.
EFFECTIVE DATE:
PAY RANGE: Competitive Salary;
Salary commensurate with experience

GENERAL STATEMENT OF DUTIES

The Finance Director is responsible for all Town of Edisto Beach financial activities, performing tasks that require advanced and basic accounting knowledge. The Finance Director is responsible for managing the overall general accounting function, to include overseeing, implementing, and maintaining accounting systems, procedures, and policies. This position ensures the accurate compilation, analysis, and reporting of accounting data and acts as a liaison between other government agencies, vendors, constituents, and auditors in providing required information and ensuring proper information is maintained. This position works closely with all departments and the Town Administrator regarding matters and issues dealing with the Town's finances. This position requires integrity, organization, and attention to detail. This position performs under limited guidance and direction of the Town Administrator.

DUTIES, FUNCTIONS, AND RESPONSIBILITIES

1. Serves as lead accountant of the municipality, overseeing all accounting procedures to include accounts receivable, accounts payable, payroll, general ledger, fixed asset management, and grants management.
2. Provides professional advice to the Town Administrator
3. Develops, implements, and enforces policies and procedures that keep the Town in compliance with rules, regulations, and best financial practices.
4. Assigns and audits the work of staff performing financial functions, ensuring compliance with generally accepted accounting standards.
5. Maintains accounting and budgetary procedures.
6. Serves as primary liaison for the development of the annual operating and capital budget for the Town
7. Ensures the proper and accurate recording of assets, liabilities, and other financial transactions; revenues and expenditures of the Town recorded in proper books and accounts.
8. Assures that expenditures are performed within departmental budgets; monitors revenues and expenditures of departments; prepares annual budget requests; recommends budget adjustments; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
9. Reconciles General Ledger accounts.
10. Reconciles bank accounts and credit card accounts monthly.
11. Prepares all journal entries including interest earned, deferred revenue, depreciation expense, bank fees, and returned checks for month end processing.
12. Prepares all monthly, quarterly, and annual payroll reports for federal, state, unemployment, and retirement.

13. Prepares monthly and annual reports on financial activities.
14. Performs year-end procedures and ensures Town is compliant with all municipal, state, and federal regulations including GASB.
15. Schedules and coordinates the annual audit; serves as primary liaison to external auditor. Processes closing audit or adjustments.
16. Attends, prepares reports, and makes formal presentations before the Town Administrator, Mayor, Council, and special committees as needed.
17. Attends Council meetings and other conferences as directed by the Town Administrator.
18. Attends professional meetings and seminars.
19. Administers bond debt.
20. Administers payment of grant awards and assures compliance with reporting requirements; oversees terms and conditions of grant agreements.
21. Maintains revenue files for Hospitality and Local Accommodations Taxes; collects for non-payment if necessary.
22. Maintains financial records for the volunteer fire department.
23. Files and maintains records.
24. Obeys safety rules and exercises caution in all work activities.
25. Performs other related duties.

KNOWLEDGE, SKILLS, AND ABILITIES

Must possess required knowledge, skills, abilities, and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Maintains current knowledge of all Town, state, and federal regulations pertaining to financial responsibilities.
2. Knowledge of methods, practices, terminology used in municipal fiscal accounting and financial record keeping.
3. Keeps informed of current developments in the field of municipal finance, particularly new legislation, recent court decisions, administrative decisions, professional trends, and technological advances that affect municipal financial accounting.
4. Must quickly acquire considerable knowledge of the Town's functions, procedures, purpose, and applicable ordinances and have experience with word processing, spreadsheet programs, and data entry.
5. Requires working knowledge of billings and collections, skillful writing, reporting, communicating, and recordkeeping abilities.
6. Knowledge of computer programs, software, and evolving technology.
7. Extensive knowledge of information systems to support the accounting software and business operations.
8. Ability to speak and write in English using correct spelling, grammar, and punctuation.
9. Ability to prepare complex financial forms, statements, and reports.
10. Ability to perform difficult complex accounting tasks and detail steps taken in the process.
11. Ability to develop, implement, and maintain complex programs to deliver department services.
12. Ability to use good judgment in the completion of a variety of work situations.
13. Ability to organize, multi-task, and plan work to meet deadlines.
14. Ability to maintain effective working relationships with other employees, elected officials, and the public.
15. Ability to advise Town employees on the department's financial issues.

16. Ability to maintain discipline and respect of employees to effectively instruct employees in proper financial methods and accountability.
17. Ability to maintain difficult records, analyze data, and prepare accurate reports.
18. Ability to maintain confidential information.
19. Ability to use independent, ethical, sound judgement in carrying out instructions concerning the maintenance of financial records.

MINIMUM REQUIREMENTS

Minimal Educational Requirements: Bachelor's degree in accounting, finance, business administration, or related field. Certified Public Accountant preferred.

Experience Requirements: Six years of years or more of progressive experience in municipal government accounting, finance, fiscal management, and administration, or an equivalent combination of education, training, and experience.

Supervisory Responsibilities: This job may have supervisory responsibilities.

Minimum SC Driver's License Requirements: Must possess a valid South Carolina driver's license or be able to secure a South Carolina driver's license upon employment.

Special Requirements: Must be able to pass a satisfactory background check and drug test.

PHYSICAL REQUIREMENTS

- Regularly required to sit at desk and in meetings for long periods of time; talk or hear in person, in meetings, and by telephone; use hands and fingers to handle, feel, or operate standard office equipment; and reach with hands and arms.
- Sit at a computer terminal for extended periods of time.
- Look at figures and numbers for extended periods of time.
- Intermittently twist to reach equipment surrounding desk; bend and squat to perform file searches; perform simple grasping; use telephone; write or use a keyboard to communicate through written means; and operate a vehicle to attend various meetings and workshops.
- Ability to move up to 25 pounds.
- Specific vision abilities required by this position, including close vision and ability to adjust focus.

ESSENTIAL SAFETY FUNCTIONS

Establishment and maintenance of a safe work environment is the shared responsibility of the Town and all employees. The Town expects employees to do everything within their control to ensure a safe environment and compliance with federal, state, and local safety regulations. Employees are expected to obey safety rules and to exercise caution in all their work activities. Failure to utilize required safety equipment or standard safety precautions is considered a serious offense and should result in prompt disciplinary action. Employees are asked to immediately report any unsafe conditions to their supervisor. All employees are expected to correct unsafe conditions as promptly as possible.

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

ACKNOWLEDGEMENTS

I have received this job analysis and any attachments and find it to be a fair description of the demands of the job.

Employee's Name (Print)

Employee's Signature

Date

Town's Authorized Representative (Signature)

Date

***Note:** By signing this document, I agree with the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise balance the workload.*