



Director of Finance & Administration

FLSA Status: *Exempt*

Grade 29

Salary Range: \$ 91,972 - \$ 147,155

2018 Popular Annual Financial Report (PAFR) <https://www.townofbluffton.sc.gov/pafr-2018.pdf>

TO APPLY FOR THIS POSITION PLEASE GO TO <https://www.townofbluffton.human-resources>

General Definition of Work

Position participates with Town Manager in the implementation of Town policies, procedures, plans, and ordinances, to include providing overall support in the management of daily administrative Town functions, managing assigned departments and divisions. Position is responsible to plan, organize, direct and review the activities and operations of Finance, Business License, and Administration; to provide leadership to the departments and Town organization; to coordinate assigned activities with other Town departments and outside agencies; and to provide highly responsible and complex administrative support to the Town Manager and Town Council. Reports directly to the Town Manager.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provides overall direction and judgment at management level for Town Manager in recommending and establishing ordinances, policies, procedures, and priorities necessary to meet Town needs; to include ensuring implementation of Town Manager directives.

Represents Town Manager in meetings with Mayor, Town Council and others, and addressing difficult or sensitive issues related to internal and external Town matters, exercising signature authority on checks, drafting Town Manager correspondence and attending committee meetings.

Chief Financial Officer for Town.

Plans, manages, and directs Town financial planning and accounting practices including annual budget preparation and annual independent financial audit.

Directs the funding development and implementation of a continuing Capital Improvements Program.

Assumes specified duties and responsibilities of Town Manager in his/her absence.

Directs, supervises, advises, motivates, counsels, trains, prioritizes and evaluates the work performance of assigned staff.

Serves or designates staff to support Accommodations Tax Committee and provides training and guidance regarding state regulations and process.

Supports or designates staff to support the financial activities, such as recordkeeping, financial reporting and budgets for the Don Ryan Center for Innovation, the Town's non-profit Economic Development related division.

Oversee the preparation of documentation related to the refinancing of existing debt and the issuance of new debt; direct the preparation of financial reports as required by law.

Develop and implement long and short-term strategic plans in support of department and Town-wide goals and objectives.

Determines cash flow needs and controls the investment of idle funds.

Direct reports are Budget Administrator, Purchasing & Grants Administrator, Treasury Manager, and Accounting and Risk Manager.

Performs emergency or disaster-related duties as assigned.

Performs other duties as apparent or assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Director of Finance & Administration

Knowledge, Skills and Abilities

Knowledge of principles and practices of leadership, motivation, team building and conflict resolution; knowledge of Generally Accepted Accounting Principles (GAAP) and financial reporting for various transaction types; knowledge of principles and practices of internal control procedures and practices as they apply to a public agency; knowledge of principles and methods of finance administration, particularly in the areas of accounting, budgeting, auditing, purchasing, treasury, business license and customer service; knowledge of principles and practices of organization, administration, and personnel management; ability to plan, direct and control the administration and operations of the Finance and Administration Department; ability to supervise, train and evaluate assigned personnel; ability to effectively administer a variety of finance activities; ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; ability to interpret and apply Federal, State, local and department policies, procedures, laws and regulations; ability to develop and install sound accounting and related financial systems and procedures; ability to prepare complex financial statements, reports and analysis; ability to identify and respond to public and Town Council issues and concerns; ability to communicate clearly and concisely, both orally and in writing; ability to establish and maintain cooperative-working relationships with those contacted in the course of work. Comprehensive knowledge of all Federal, state, and local codes related to required work.

Education and Experience

Master's Degree and 6 years or more of governmental accounting experience, or equivalent combination of education and experience in government accounting or related field.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and frequent exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has no special vision requirements; vocal communications is required for expressing or exchanging ideas by means of the spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.