



CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: Director, Finance
Department: Finance

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City. Supervises the finance, court, and information technology areas, as well as purchasing procedures, grants, museum operations, and other areas as assigned for all City departments.

SUPERVISION RECEIVED:

Under broad guidance, exercises discretion and independent judgment, reports to the City Manager.

SUPERVISION EXERCISED

Exercises supervision over operations and staff for finance, court, information technology, purchasing, grants, and museum.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations in the finance, purchasing, court, grants, museum, information technology, and other areas as assigned to achieve goals within available resources.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as chief financial advisor to the City Manager.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Supervises the collection of taxes, fees, and other receipts, including business licenses, in accordance with laws and regulations.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal wellbeing of the City.

Oversees the posting and reconciliation of ledgers and accounts; oversees payroll and accounts payable processing; utility and other billings.

Directs the preparation of state and Federal reports, including tax reports.

Oversees the investment of City funds.

Assists in City wide budget preparation and execution; prepares budget document for presentation to Council.

Participates in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

PERIPHERAL DUTIES

Represents the City at various conferences and meetings.

Perform general management duties for the City Manager as assigned.

Serves as back-up to other departmental operations as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- a) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, information technology, or a closely related field
- b) Five (5) years of progressively responsible municipal finance work/accounting
- c) Any equivalent combination of education and experience, which provides the necessary knowledge, skills, and abilities.

Necessary Knowledge, Skills and Abilities:

- a) Thorough knowledge of: modern governmental accounting theory, principles, and practices; internal control procedures and management information systems; office automation and computerized financial applications; public finance and fiscal planning; payroll and accounts payable functions; budgetary, accounting and reporting systems, GAAFR, GAAP and GASB; networking systems being used; information systems science; hardware and software available and the strengths and weaknesses with regard to different applications; supervisory and organizational principles and practices.
- b) Skill in operating the listed tools and equipment;
- c) Ability to: prepare and analyze complex financial reports; maintain efficient and effective financial systems and procedures; effectively supervise staff; establish and maintain effective working relationships with employees, city officials; communicate effectively orally and in writing; formulate plans and to make oral and written justification of such plans; initiate new programs and goals;

make cost analysis and develop budgetary justifications for information technology services;
maintain customer focused relationships.

SPECIAL REQUIREMENTS

- a) Must possess a valid South Carolina driver's license.
- b) Must be bondable.

TOOLS AND EQUIPMENT USED

Computer systems, and computer related hardware, software, and peripherals, internet systems, personal computer, including word processing and spreadsheet software, 10-key calculator, phone, copier, fax machine, other related tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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