

## **SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS**

### **Assistant Finance Director**

**Primary Category:** Finance

**Type of Position:** Full- Time

**Education Requirement:** Bachelor's

**Experience Requirement:** 5-10 years

### **Description & Details**

**Salary Range:** 66,500 – 75,550. DOQ

#### **Job Description:**

Under general supervision manages the accounting and financial activities of the Finance Department to ensure accurate and effective accounting operations.

Position reports to the Finance Director/ Interim. Finance Director

#### **JOB DUTIES:**

- Overall responsibility of maintaining accurate, current financial records for the Council's operating and pass-through funds in accordance with Council policy and applicable state and federal regulations
- Working in Coordination with the Interim Finance Director and Department Directors, ensure accurate and timely financial reports, including internal and external reporting and draws/requests for payment and associated documentation
- Fund Accounting: Manage the fund accounting system for the agency, ensuring that financial transactions are tracked and allocated to the correct funds, in accordance with both GAAP and GASB standards
- Work with finance department to compile a Standard Operating Procedures manual for all areas within the finance department.
- Assist with completion of the payroll process and related reports and payments
- Assists with maintaining and updating accounting policies and practices, including capital asset management and related policies/procedures
- Federal Aviation Administration (FAA) grants – reconciliation
- With Executive Director and Interim Finance Director, manage investment of Council funds to ensure maximum returns within federal and state guidelines
- Assists in the preparation and management of the annual budget and contributes to financial forecasting.
- Assure dual custody controls over ACH or other electronic payments for payroll or other purposes
- Assure review and approval of invoices for payment in coordination with other Finance staff
- Assure performance of periodic on-site fiscal review/monitoring of agency's service provider agencies, subrecipients and/or sub-grantee agencies as applicable
- Work in conjunction with applicable staff to develop budgets for grant proposals/applications
- Assists with the timely completion, filing and dissemination of the annual audit
- Work with department heads to continually monitor activities and spending to ensure compliance with their approved budgets. Assist in generating recommendations for adjustments to expenses, staffing, etc.
- At the direction of the Interim Finance Director, supervise, train, and evaluate finance department staff, ensuring work is performed correctly and efficiently
- Assure maintenance of accurate, current financial records for the Regional Development Corporation's funds in accordance with corporation policy and applicable state and federal regulations governing programs of the

- Perform other related duties assigned

### **SKILLS, AND ABILITIES:**

- Excellent Communication skills for effective interactions internal & external
- Excellent organizational and time management skills
- Ability to work independently and collaboratively in a team environment
- Ability to prioritize tasks, manage workload efficiently and meet deadlines
- Proficiency in Microsoft Word and Excel
- CSI Software
- Must be able to lift/carry weight of five to twenty pounds.

### **Financial Reporting and Processes**

- Continually improve process efficiency
- Maintain and improve best practices in financial reporting and documentation
- Maintain and improve the ability of Agency's accounting, contracting, purchasing, billing, and related systems to capture and generate information needed for financial, grant, project and contract management by continually improving the use of technology tools
- Experience preparing, monitoring, or directing the preparation of records for accounts payable, accounts receivable, payroll and related records
- Experience in compliance with local, state, and federal government reporting requirements and tax filings
- Experience administering business insurances including Auto, liability, fidelity bond and Workers' Comp

### **Budgeting, Financial Planning, and Analysis**

- Develop a comprehensive, supported budget that can be used as a management tool and provide meaningful comparisons to actual expenses and programmatic plans

### **How to Apply:**

**Apply on the Santee – Lynches COG website:**

**<https://www.santeelynychescog.org/> under opportunities**

*\*\*The Santee-Lynches Regional Council of Governments reserves the right to modify, interpret or apply this job description in any way it desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".\*\**

October 2025