

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

**JOB TITLE:** Finance Director

**JOB STATEMENT:**

Under the general supervision of the Executive Director, undertake a variety of duties requiring a thorough understanding of the agency's policies, budgets, programs and systems in support of units of local government and regional partners in South Carolina's Clarendon, Kershaw, Lee, and Sumter counties. Requires working knowledge of federal and state grants management/oversight practices. Exercises sound judgment in performance and delegation of administration and financial duties and applies discretionary authority as appropriate to address Agency needs. Responsible for oversight of Finance Department staff.

**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
- Ensure accurate and timely financial reports, including internal and external reporting and draws/requests for payment and associated documentation
- Preparation and presentation of financial statements and reports as required for the Council, the Executive and/or Audit/Finance Committees and the Executive Director
- Maintain effective internal controls and periodically monitor risks to reduce the chance of error, fraud, or misstatement
- Responsible for maintaining and updating accounting policies and practices, including capital asset management and related policies/procedures
- Manage cash flow to ensure funds are available for business needs, including management of surplus cash and banking relationships
- With Executive Director, manage investment of Council funds to ensure maximum returns within federal and state guidelines
- Assure accurate and timely preparation of payroll and related reports and payments
- Assure dual custody controls over ACH or other electronic payments for payroll or other purposes
- Assure review and approval of invoices for payment
- 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
- Assure compliance with Generally Accepted Accounting Principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements to ensure that all records are maintained in accordance with prescribed standards
- Ensure 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.
- 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 Regional Development Corporation
- Responsible for maintenance and optimal use of the agency's accounting system
- Other duties as assigned by the Executive Director

## **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

### **General**

- Ability to learn quickly
- Must have the ability to think and work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets
- Must possess a strong customer-oriented attitude; excellent organizational and computer skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic, and willingness to learn and improve in all aspects of the position
- Talent for creative problem solving with a positive attitude
- Capable of exercising sound judgment when handling confidential information

### **Business Management**

- Direct the financial affairs of the organization
- Develop, implement and monitor fiscal policies and goals
- Advise senior management, Committee(s) and Board on financial and budget issues
- Short-term and long-term forecasting and planning
- Review business plans and options to ensure they are grounded in solid financial criteria, and provide insight and analysis to support recommendations and decisions

### **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

## **REQUIRED MINIMUM EDUCATION AND EXPERIENCE:**

### **Education:**

- Bachelor's Degree in Accounting or closely related field

### **Experience:**

- 10 years of progressively responsible professional experience in financial management, analysis, accounting, auditing, budgeting, and forecasting, which includes at least three years in a governmental organization (local, state, school district, council of governments, etc.)
- Experience utilizing sophisticated and complex fund accounting software packages
- 7 years of experience as a section or department head of an accounting office, with success in leading a diverse team
- Demonstrated ability and experience in effectively and professionally communicating with a variety of stakeholders, both verbally and in writing, and making formal and informal presentations to management, boards, and committees
- Thorough knowledge of regulations, policies, and procedures which apply to governmental accounting, finance, and federal awards, including, but not limited to OMB 2 CFR 200, Generally Accepted Accounting Principles (GAAP) and applicable Governmental Accounting Standards Board (GASB) pronouncements
- Must possess a valid state-issued driver's license.

### **DESIRED EDUCATION AND EXPERIENCE:**

#### **Education:**

- Master's Degree in a finance-related field
- Governmental Financial Officers Association (GFOA) Certification
- Certified Public Accountant (CPA)

#### **Experience:**

- Fifteen years of experience in a finance-related field

*\*\*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".\*\**