

Berkeley County Government
JOB OPENING – EXTERNAL POSTING
FINANCE DIRECTOR (PS101578)

DEPARTMENT: FINANCE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Direct the Finance Department which includes directing the day to day operations of the department, staff supervision and departmental budget preparation. Plan, organize and direct the financial operations of the County. Provide administrative and technical leadership in accounting, budgeting, investment and debt administration. Create processes and prepare various reports and spreadsheets including the Annual County Budget and CAFR (Comprehensive Annual Financial Report). Develop and implement accounting procedures and practices. Prepare an annual operating budget. Direct and control the processing of payroll, accounts payable and the tracking of grant funds. Coordinate annual audit with an independent accounting firm. Reconcile funds and accounts, maintains records of all budget transfers and allocations, accounts for all fixed assets and performs other miscellaneous accounting functions. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in Accounting, Finance or closely related field and seven (7) years related accounting/finance experience; or any bachelor's degree with a Certified Public Account (CPA) license and seven (8) years related accounting/finance experience.

Five (5) years management/supervisory experience.

Certified Government Finance Officer (CGFO) designation and auditing background preferred.

Mainframe systems and advanced personal computer experience including Word and Excel.

Excellent communications skills, both oral and written.

Skilled in the operation of all basic office equipment, including fax machines.

Testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years) is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and is subject to random drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate team members meet these same safety requirements which may include taking corrective action.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports directly to the Deputy County Supervisor of Administration. The normal work schedule is thirty-seven and one half (37.5) hours per week. Standard operating hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. with the ability to work after hours when necessary. Must be able to attend evening County Council, Planning Commission and other group meetings as needed. Scheduled hours/days, job location, duties and any other information contained herein are subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

FINANCE DIRECTOR – GRADE: 129

Entry Level Bi-Weekly Pay Range: \$3137.35 - \$3607.95

Date of Posting: 07/21/2017

Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an “at-will” basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.