



Job Vacancy

Finance Director Finance Department

Job Description Under limited supervision, serves as Chief Financial and Budget Officer for the City of Lancaster, ensuring efficient and effective financial and cash management of the City's various funds. Develops and implements internal financial controls. Maintains fiscal control of the City's budget and oversees the management of cash receipts, payment of accounts payable invoices, payroll processing, report preparation, management of bond proceeds and debt repayment, preparation of financial projections, and assistance to auditors with the external audit. Assumes responsibility in the absence of the City Administrator. Reports to the City Administrator.

- Plans, organizes, and directs all programs and activities of the Finance Department and Utility Billing, with emphasis on developing and maintaining effective procedures and procedural improvements to the City's fiscal management system.
- Supervises the operation of the Finance Department; assigns work loads, establishes work schedules, directs, and supervises duties of assigned staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; and recommending and approving employee promotions, transfers, discipline, discharge, and recommending salary increases.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Provides direct assistance to the City Administrator in accounting, finance, budgeting, collections, and billing/customer service.
- Serves as the City's Budget Officer. Reviews and manages general procedures, methods and controls to ensure that expenditures are authorized and do not exceed appropriations.
- Assists in the development of the annual budget; coordinates with department heads in developing revenue and expenditure forecasts.
- Invests all City funds in the general fund, capital projects fund, special revenue funds, solid waste funds, and gross revenue funds to ensure that the maximum returns are received in accordance with appropriate laws and regulations. Allocates earnings accordingly.
- Manages the external audit for the City.
- Prepares the Annual Financial Report and Annual Budget document for the City.
- Prepares cash flow projections and capital improvements plan.
- Prepares monthly finance and cash management reports for the City Administrator, City Council and department heads. Presents reports to the City Council monthly.
- Develops and maintains an efficient accounting system.
- Verifies all journal entries; verifies and approves documentation supporting accounts receivable; reviews and approves purchase orders and vouchers for payment, etc.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance from citizens regarding their water bills, property taxes, and general financial matters.
- Establishes procedures for internal controls. Conducts financial reviews and recommends changes or improvements as appropriate.

- Provides direction for the proper documentation of payroll. Verifies and approves payroll.
- Signs all City checks and approves wire transfers.
- Prepares tax reconciliation and matches to corresponding bank deposits.
- Prepares required financial information for bond issuance. Processes all bond payments and invests capital project proceeds from bond proceeds until expended.
- Prepares IRS, State Budget and Control, South Carolina Department of Revenue, South Carolina State Treasurer, and SCDHEC reports as required.
- Oversees the City's debt set-off program.
- Serves on the Finance Committee and various other committees.
- Serves as custodian of the firefighters' insurance funds, including receipts and disbursements.
- Reviews and approves monthly reporting and remittance of court revenues and fine assessments for Court Administration.
- Conducts and attends various meetings as required.
- Receives reviews, prepares, and/or submits various records and reports including financial reports, balances, expenditures reports, billing registers, audit documents, payroll documentation, tax records and reports, budget reports, fund/debt service schedules, tax schedules, employee evaluations, project status reports, memos, correspondence, etc.
- Operates a variety of equipment such as a computer, printer, fax machine, copier, calculator, telephone.
- Interacts and communicates with various groups and individuals such as the City Administrator, other administrative staff and department heads, subordinates, all other City employees, City Council, auditors, other government agencies, bankers, sales representatives, consultants, City Attorney staff, bond counsel, Municipal Association staff, news media, general public.
- Performs customer service duties as required.
- Performs general administrative/office duties as required, including typing reports and correspondence, entering computer data, copying and filing documents, faxing information, etc.

Desirable Education and Experience Requires a Bachelor's degree in accounting supplemented by eight to ten years of continuous progressively responsible experience in governmental accounting, auditing and cash management, or an equivalent combination of education, training, and experience that the City Administrator, with the advice and consent of City Council, determines provides the required knowledge, skills, and abilities. Preference will be given to candidates who are registered as a Certified Public Accountant. Certified as a Government Finance Officer (CGFO), Public Finance Officer (CPFO), or Public Accountant (CPA) preferred.

Application for Position Applicants interested in this job opportunity may apply online at www.lancastercitysc.com (Employment) or at the One Stop Career Center, 705 N. White St., Lancaster, SC by FRIDAY, JUNE 9, 2017. EOE

Position May be Subject to the Following Background Checks Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range	WorkKeys Requirements (Entry Level)
38	\$29.17 to \$38-65	Reading for Information / Locating Information / Applied Math