



# Job Vacancy

## City of Chester Finance Director Finance Department Salary Range: \$44,284 - \$61,998.

### **Brief Job Description:**

Under the limited supervision of the City Administrator, establishes and administers the City of Chester's Finance Department and the financial operations in areas such as tax collection, cash management, investments, financial report preparation, budget preparation, general accounting, accounts payable, accounts receivable, grants, payroll and the collection of police fines, fees, etc. Attends and records the minutes of the Finance Committee meetings, forwards a copy of such minutes to Council, the City Administrator, and the Clerk to Council. Acts as Finance Department Head and is responsible for the supervision of all members of the Finance Department staff. Reports to the City Administrator.

**SPECIFIC DUTIES AND RESPONSIBILITIES** Supervises and directs the City's financial operations; assigns workloads and establishes work schedules; directs and supervises duties of assigned staff. Supervisory duties include instructing, assigning, reviewing and planning work of other maintaining standards of operations; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee transfers, promotions, discipline, discharge and recommending salary increases.

Reviews, as necessary, the work of subordinates for completeness and accuracy. Evaluates and makes recommendations as appropriate. Suggests training and offers assistance as necessary to assure the accurate performance of duties for the Finance Department staff.

Acts as the principle financial advisor to the City Administrator and City Council.

Administers all financial policies, transactions and activities as approved by Council. Reviews and advises the City Administrator and Council of all issues, which impact financial, cash flow, personnel and other operations as requested by the City Administrator or Council.

Formulates and supervises all accounting methods, procedures, forms and records.

Maintains responsibility for advising the City Administrator and Council the proper investment and management of the various FUNDS. Performs a variety of general financial management activities, including but not limited to reviewing and adjusting accounts receivable and accounts payable. Reviews payroll reports to be posted to the general ledger; reconciles bank statements, prepares bank deposits, maintains accurate fixed asset records to include additions/deletions to liability insurance coverage for the City as referred to GASB34.

Produces monthly financial statements; completes government agency reports.

Monitors the efficiency and accuracy of financial management computer systems; troubleshoots

computer problems and assists as necessary outside computer support companies to assure the proper functioning of the financial management computer system.

Functions as City Delinquent Property Tax Collector. Directs and oversees the delinquent property tax sale for the City to include: advertising and posting of properties to be sold and presides over the delinquent property tax auction.

Assists in the development of the City's annual budget.

When necessary, serves as customer service representative.

Reviews documents and reports such as daily cash collection reports, invoices, surveys and purchase orders.

Prepares bank drafts, budget documents, memos and various correspondences. Reviews all accounts payable checks prior to being signed or released for payment to assure the accuracy of the accounts payable function.

Assists Grants Administrator with any necessary financial information to allow for receipt of grants to the City.

Operates a computer, printer, typewriter, two-way radio, binding machine, calculator, fax machine, copier and telephone.

Interacts and communicates professionally with the City Administrator, City Council, and Mayor Other Department Heads, City employees, subordinates, bank representatives, various government agencies, attorneys, sales representatives, insurance representatives, and the public.

ADDITIONAL JOB FUNCTIONS Performs general administrative/office work as required to include typing reports and correspondence, copying and filing documents, entering and retrieving computer data, preparing computer reports, and answering the telephone.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE Requires a Bachelor's degree in accounting supplemented by two or more years of experience in government fund accounting; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Notice of application should be submitted to City of Chester HR Department, Attention Carla Roof, 100 West End Street, Chester, SC 29706, or complete online at [www.chestersc.org](http://www.chestersc.org). Position open until filled. Applications will be reviewed after March 15, 2017. The City of Chester is an EOE-H.**

**Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Credit Check, Drug Test and Medical/Physical.**

