

City of Chester
Finance Director
Internal/External Posting
1 Position – Finance Department
www.chestersc.org

GENERAL STATEMENT OF JOB

Under limited supervision, serves as Financial and Budget Officer for the City of Chester, 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 reconciliation, report preparation, management of bond proceeds and debt repayment, preparation of financial projections, and assistance to auditors with the external audit. Attends and records the minutes of the Finance Committee meetings, forwards minutes to Council, Administrator and Clerk. Reports to the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Job Functions

Plans, organizes, and directs all programs and activities of the Finance Department 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 workloads, 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 garbage billing 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.

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.

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, finance department 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, and public.

Essential Safety Functions

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices

are followed, and employees are properly trained.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Additional Job Functions

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.

Performs related duties as required.

PREFERRED TRAINING 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.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including a computer, telephone, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time. Must be able to lift and/or carry weights of up to twenty pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether like or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to subordinates and receiving direction and instruction from supervisor.

Language Ability: Requires ability to read a variety of policies and procedures, financial documents, accounting manuals, tax manuals, etc. Requires the ability to prepare budgets, financial statements and analyses, budget documents, correspondence, etc. with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect

data, establish facts, and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including accounting, budgeting, personnel, legal, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use accounting mathematics and advanced applications of statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures, and policies of the City Department as they pertain to the performance of duties of the Finance Director. Has considerable knowledge of the functions and interrelationships of City and other governmental agencies. Is knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position. Is able to ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Is able to make sound, educated decisions. Has thorough understanding of the principles of finance and accounting, and the standards, regulations and laws relating for financial accounting. Is knowledgeable of the implementation and control which must be exercised over the City's financial management systems and procedures. Is skilled in accounting/financial mathematics. Is able to compile, organize, and utilize various financial information necessary in the preparation of the organizational and individual budgets, and knows how to prepare and monitor budgets. Is capable of monitoring expenditures and maintaining accounts within budgetary limitations. Is capable of producing quality work which requires constant attention to detail. Knows how to plan, organize and direct a financial and support staff. Knows how to apply supervisory and managerial concepts and principles; has knowledge of administrative principles involved in developing, directing and supervising various programs and related activities. Has the ability to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to perform

employee evaluations and to make recommendations based on results. Has the ability to offer training and assistance to co-workers and employees of other departments as required. Has the ability to use independent judgment and discretion in supervising various programs including the handling of emergency situations, determining procedures, setting priorities, setting schedules, maintaining standards, planning for future City needs and resolving problems. Has the ability to plan and develop daily, short- and long-term goals related to City purposes. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has good organizational, technical, and human relations skills. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of proper English usage, punctuation, spelling, and grammar. Has knowledge of modern office practices and technology; has skill in the use of computers for word and data processing. Can read and interpret complex materials pertaining to the responsibilities of the job. Can assemble and analyze information and make written reports and records in a concise, clear, and effective manner. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals, and members of the public through contact and cooperation. Knows how to make public presentations. Knows how to react calmly and quickly in emergency situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human, and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant, and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations, and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors, and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and

maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions, and complaints to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates, and uses information effectively to enhance activities and production. Knows and understands expectations regarding such activities and works to ensure such expectations are met. Develops and formulates ways, means, and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges, and allocates work force, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff. Ensures that personnel understand what results are expected of them, and that each is regularly and appropriately informed of all matters affecting or of concern to them.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally, directs the development and training of personnel under charge, ensuring their proper induction, orientation and training.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to personnel under charge concerning their performance. Commends and rewards personnel under charge for outstanding performance and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls work force and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods, and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence, and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge. Recognizes when a policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies, and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints and responds appropriately. Establishes a work environment to promote and maintain mutual respect.

Policy Implementation: Has a clear and comprehensive understanding of policies regarding functions under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities and ensures the same from personnel under charge.

Policy Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance same.

Application for Position: Internal employees interested in this job opportunity should submit in writing a request of interest letter to Carla Roof, Human Resources Director no later than 12 noon, July 17, 2019. External interest should submit a resume/application to croof@chester.sc.gov , no later than 12 noon, July 17, 2019. The City of Chester is an EOE-H.

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