

FINANCE DIRECTOR

JOB SUMMARY:

The Village of Surfside Beach is seeking a highly ethical, initiative-taking individual to serve as the Finance Director for the City. Under the direction of the Mayor and City Council, the Finance Director's duties will be to oversee the financial activities of the entire city, responsible for all accounting and fiscal functions of the municipality. Collaborates closely with the Mayor, City Council, City Secretary and Department Heads in monitoring areas of fiscal responsibility, budgeting, and audit preparation. Oversee the city's budget, cash management, investments, debt, city audit and including purchasing, accounts payable, payroll, accounts receivable, Municipal Court and utility billing. Monitors, evaluates, and reports on the City's finances and investments as the City Investment Officer. This position is required to be on-site. Regular and punctual attendance is required.

REQUIREMENTS:

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, but only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Education and/or progressively responsible experience in finance, accounting, or a related field.
2. Manage and oversee the daily activities and operations of the Finance Department, including exercising judgment in determining time, place, and/or sequence of operations.
3. Knowledge of government accounting principles established by the Government Accounting Standards Board (GASB) is preferred.
4. Prepares the City-wide monthly and annual financial statements and projections, investing and debt activities.
5. Prepares and monitors the entire city budget, both operational and capital projects; oversees departmental budgets, analyzes variances to actuals each month, and communicates results to Department Heads, the Mayor, and City Council.
6. Coordinates purchasing function, oversees formal and informal bids, RFPs, RFQs, city auction, and purchase agenda items.
7. Supervises finance staff, offers perspective, and consults with the mayor and management personnel from across the city; develops and maintains personnel management systems for finance staff.
8. Multiple years of progressively responsible experience in local government accounting, finance, and budgeting.
9. Knowledge of finance-related computer software applications, including payroll, accounts payable, inventory control, utility billing, general ledger, fixed asset, and budget reporting.
10. Knowledge of federal, state, and local regulations regarding sales tax, Hotels tax and exemptions.
11. Knowledge of QuickBooks Pro Desktop is required.
12. Overseeing accounts payable checks and tracking credit cards and card usage.
13. Maintains accuracy of the general ledger and subsidiary ledgers.
14. Month-end and quarterly closing processes including monthly and quarterly reconciliations and reporting requirements.
15. Prepares monthly bank reconciliations and related journal entries.
16. Reviews account for proper coding of payable transactions and compliance with the City's purchasing policies.
17. May process accounts receivable and payable and perform back up payroll duties as needed.
18. Attend City Council meetings.
19. Performs such other duties as may be assigned by the Mayor and City Council.

MINIMUM QUALIFICATIONS:

Required Knowledge of:

1. Pertinent Federal, State, and local laws, ordinances, policies, procedures, and regulations pertaining to public finance, investment, and procurement.
2. Principles, practices and procedures of municipal government accounting and financial reporting, including internal control, cash management, general ledger, accounts payable, payroll and accounts receivable.
3. Automated financial accounting and reporting systems.
4. Professional business practices include report and budget preparation, development, tracking, adjustment, and maintenance.
5. Method and techniques of time management.
6. Principles and practices of supervision, training, and evaluations.
7. Principles and processes dealing with collection, analysis, and presentation of quantitative data.
8. Design and implementation of workforce planning and restructuring.
9. Practices, techniques, and methodologies of management and personnel evaluation.
10. Administrative and clerical procedures and systems such as word processing, filing, and records management systems.
11. Effective customer service skills and tactics to interact with diverse individuals.
12. Use of non-political, professional judgment and sound decision-making practices in matters related to the job.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- A four-year degree in accounting or a directly related field is required. Bachelor's degree and/or CPA highly preferred.
- 3-5 years of increasingly responsible accounting and management experience is required. Governmental accounting experience is highly preferred.
- CGFO certification must be obtained within 24 months of hire, or a reasonable time frame based on conference availability.
- Must obtain City Investment Officer Certification each year as outlined in the Public Funds Investment Act.
- Must be bondable.
- Valid Texas motor vehicle operator's license with an insurable record.

CONTACT: Janet M. Solis, Director of Human Resources Email: jsolis@surfsidetx.org

Position Title: FINANCE DIRECTOR

Job Type: Full-Time

Job Duration: Indefinite

Min Education: Undergraduate

Salary: \$70,000.000 - \$85,000.00 (Yearly Salary)