

# City of Isle of Palms, SC

## Financial Analyst Job Opening



**Mission Statement:** To be the most sustainable, family-friendly beach community in South Carolina.

**Vision Statement:** To be a welcoming, environmentally conscious, and resilient coastal community committed to enhancing the quality of life for those who come here to live, work and play.

### Job Summary

The purpose of the position is to plan and execute accounting functions. Under limited supervision, this position will perform highly responsible work for the overall financial management functions of the City. Work will involve assisting with organizing, implementing, directing, and controlling all activities and systems necessary for the accurate, efficient, and effective operation and management of financial services and resources. This position will assist in accounting and financial reporting of City Funds in compliance with City policy, legal regulations, Federal & State reporting standards, accepted accounting principles, and other generally accepted government standards.

### Essential Functions of the Job

- Skilled in forecasting, including revenue projections, debt service, capital outlays, personnel cost and operational cost for current and long-term projects, including developing and analyzing information pertaining to market price fluctuations and industry trends.
- Developed and updated resource plans and financial models for budgeting processes.
- Streamline accounting software with budget model and financial statement presentation.
- Summarizes data or other non-quantifiable information, setting forth current and long-term economic indicators, business trends, and environmental factors, pertinent to tourism, inflation rates and other revenue and expenditures.
- Evaluates Federal and State laws for changes in policies that change or affect funding through grants and other governmental sources.
- Reviews and evaluates all City 's contracts for compliance and future financial impact on City's financial projections.
- Evaluates other investment opportunities for the City's investment accounts.
- Evaluates demographic trends including growth or aging population as it pertains to the financial impact of the City.
- Develop and implement automated reporting and forecasting tools to enhance data utilization and provide actionable recommendations.

- Create a system to reconcile State Accommodations Tax, County Accommodations Tax, and City's Licenses (Business and/or Short-Term Rentals) and perform periodic audits.
- Assist with other accounting functions including monthly and quarterly reconciliations and reporting, budget preparation, year-end calendar processes, fiscal year end audit.
- Monitor and manage job costs for both major and minor projects.
- Oversee fixed asset schedules, including departmental asset sales and proper insurance coverage.

Must be able to analytically solve routine and emergency problems as they arise.

- Knowledge of the theory and practice of governmental accounting.
- Knowledge of federal, state and local laws pertaining to the administration of public funds.
- Be or become proficient with the City's accounting and computer software. Be proficient with Microsoft Excel and Word, e-mail, Internet, and other County and/or State systems.
- Proven ability to handle multiple projects simultaneously
- Ability to interact with citizens, employees, various groups and individuals. Ability to provide customer service in a timely fashion.
- Ability to stay abreast of advances in accounting technology, computer technology, and other disciplines where improvements may benefit the City of Isle of Palms.

### **Required Education, Experience and Certifications**

- Bachelor's Degree in Finance or Accounting;
- Five (5) years of experience in accounting or related field.
- Or equivalent education and/or experience.
- Excellent communication skills, both written and verbal

### **How to Apply**

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](https://cognitofrms.com) and submit an online application, resume, and cover letter by June 13, 2025.

### **Compensation & Benefits**

The salary range for this position is \$60,000-\$75,000. Salary placement is dependent upon experience, qualifications and in adherence with pay equity. The City of Isle of Palms provides an excellent benefits package including:

**Insurance** – The City pays 100% of group health insurance, including major medical, vision and dental coverage for full-time and regular part-time employees working 30 hours per week. The City pays between 50% - 62% of dependent health coverage depending on whether the coverage is for a spouse (54%) children (50%) or full family

(62%).

**Retirement** – Employees contribute 9% of your base salary towards your state retirement plan. The city will contribute 17.56%.

**Wellness & Professional Development** – The City partners with First Sun for the Employee Assistance Program to provide numerous resources to employees and their families to deal with life issues and enhance their emotional, financial, professional, and intellectual wellbeing. The City has two fully equipped fitness centers available 24 hours a day. Employees also have access to the Recreation Center's Cardio Room and fitness classes at no cost. The City's Tuition Reimbursement Program provides full-time, eligible employees with tuition reimbursement for successful completion of college credit hours earned.

**EOE**