

City of Isle of Palms, SC

Financial Director 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.

The Isle of Palms

The City of Isle of Palms is a seven-mile-long barrier island located eight miles east of Charleston on the South Carolina coast. In 1953 the island was incorporated as the City of Isle of Palms by an Act of the South Carolina Legislature. The City has a Council form of government with a mayor, and eight City Council members, each elected to four-year terms. All policy and legislative decisions are the responsibility of the Council. The City employs a City Administrator to manage its daily affairs and carry out the policies of the Council.

The city currently employs 91 regular full-time employees, plus part-time and seasonal employees. The city has 6 departments: General Government (Municipal Court, Finance & Human Resources), Recreation, Public Works, Building, Planning & Zoning, Police and Fire.

The Candidate

The City is looking for a municipal executive with the training and experience to collaboratively and effectively execute the financial, accounting and budgeting functions of the City. For fiscal year 2023, the City's total expenditure budget is approximately \$24 million.

Essential Functions of the Job

- Provides financial analysis to support the City Administrator, Staff and Council.
- Provides for accurate accounting of all cash receipts and deposits, and for disbursement of City funds.
- Manages the investment of surplus funds at the best yield available, in consultation with the City Administrator.
- Ensures timely financial transactions in support of the payroll process, issuance of business licenses, receipt of fines and forfeitures, and assists in the accounting of any other monies generated by other City operations.

- Ensures timely payment to vendors and suppliers who have provided services and or supplies to the City and maintains this documentation for review and use in the conduct of the annual fiscal audit.
- Balances all bank accounts and trial balance liability and asset accounts on a monthly basis and maintains these and other records for use in the conduct of the annual fiscal audit.
- Prepares a monthly financial report for use by the City Administrator and City Council for their use in administering the annual operating budget.
- Prepares the annual budget in consultation with Administrator, Staff and Council.
- Works with the city's auditor providing pertinent records for the annual auditing of the City's financial operations.
- Performs other related duties as assigned.
- Ability to use independent discretion to accomplish the objectives of the City government and the administration of the City. Must be able to analytically solve routine and emergency problems as they arise.
- Knowledge of the theory and practice of governmental accounting.
- Knowledge of policies and practices of public personnel administration and application of state and federal employment law.
- Knowledge of federal, state and local laws pertaining to the administration of public funds.
- Ability to establish and maintain computerized financial accounting systems.
- Ability to establish and maintain effective working relationships with co workers and members of the public.
- Ability to train and supervise others in the operations of the City Hall.
- Ability to stay abreast of advances in accounting technology, computer technology, and other disciplines where improvements may benefit the City of Isle of Palms.

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Required Education, Experience and Certifications

- Bachelor's degree in Accounting.
 - a. The City may consider an individual with an Associate degree in Accounting or a Bachelor's Degree in Public Administration, Finance or Business Administration with extensive municipal finance experience.
- A minimum of three years of experience as a Finance Director, Assistant Finance Director or other comparable finance role.
 - a. Preference may be given to those with a background in local government finance.
- Certificate Public Accountant licensure is desired, but not required.

How to Apply

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](https://www.isleofpalms.com/employment/cognitofrms) and submit an online application, resume, and cover letter by January 27, 2023. Following this date, applicants will be screened against criteria outlined in this brochure and job description. Virtual and on-site interviews with the City will be offered to those candidates named as finalist, with reference checks,

background checks and academic verifications conducted after receiving candidates' consent. A pre-employment screening to include controlled substance tests will be conducted by the city.

Compensation & Benefits

The salary range for this position is \$77,066-\$98,260. 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.

Vacation & Sick Leave, Holidays – Department Heads start accruing 15 days of annual leave in their first year of service, 20 days per year for years 6-15 and 25 days of annual leave per year after the 15th year of service. Employees earn 96 hours of paid sick leave annually. Employees receive 12 paid holidays per calendar year.