

Job title

Director of Finance

City/Town of

City of Fountain Inn

Category

Finance

Position hours**Employee status**

Full time

Is this a temporary position?

No

Job duties

List no more than three job duties in spaces below. Any over **three** will be dropped due to space constraints.

Job duty 1 of 3

The Finance Director is responsible for promoting transparency, efficiency and accountability. Their financial expertise will be invaluable in ensuring citizens get the most out of their tax money, by insuring that tax money is collected and spent according to the public's best interest. They will be responsible for championing sound financial controls is proven trustworthy to ensure departments are doing things right from both a legal and financial perspective. Finance department management duties include but are not limited to budget, revenue collection, claims processing, and financial reporting.

Job duty 2 of 3

The City Administrator and Finance Director work side-by-side on large financial projects like bond proposals and external audits. The finance director prepares the City Administrator for presentations and advises him or her on key decisions.

The Finance Director makes sure that explanatory text, tables, charts and footnotes will make sense to people without financial background. Presentations to the City Council must be clear and concise.

Job duty 3 of 3

City employees who handle cash or have access to the financial information system are responsible for following these policies. The finance department trains these employees on relevant policy. Finance department staff double-check figures to monitor for policy and process compliance

The Finance Director is the liaison for external auditors. The Finance Director gathers documentation and answers auditors' questions during audit fieldwork. Once the external auditors issue a draft report, the Finance Director coordinates management responses to issues raised. The Finance Director makes sure that any actions the city and the auditors agree on are completed.

Qualifications

List qualifications in the spaces below – may include education, years of experience, certifications, specific areas of knowledge. Any over **three** will be dropped due to space constraints.

Qualification 1 of 3

Formal education in accounting and finance. At a minimum, they must have bachelor's degrees in a relevant field.

A Masters degree in accounting or certified public accountant distinction is a plus.

Qualification 2 of 3

Significant accounting experience, preferably in city government, including knowledge in generally accepted accounting principles set forth by the Governmental Accounting Standards Board.

Qualification 3 of 3

Pay info

How to apply

Applications are accepted online at

<https://www.fountaininn.org>

or

<https://city-of-fountain-inn.workable.com/>

Web link to the job description

Deadline

2/26/2017

EOE Disclaimer

The City of Fountain Inn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

The following information will not be published with the job posting.

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