

A25 FLSA Exempt  
Salary Range \$71,872.59-\$100,933.18

**UNION COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION**

**JOB TITLE: Finance Director  
Office of Administration-Supervisor/Council**

**Position Overview**

Performs a variety of complex accounting and finance functions to provide County Council with fiscal year budgets, financial statements, and audits under the GAAP and GASB rules and regulations. Assures that all payroll and payables policies and procedures are properly implemented and maintained. Assist the County Supervisor as needed with various task, projects and duties. Reports to the County Supervisor.

**Essential Functions**

Serves as the County's Chief Financial Officer, providing direct assistance to the County Supervisor and County Council in financial matters and in regards to various special projects.

Establishes and maintains internal control procedures and ensures County is in compliance with standard accounting procedures, IRS regulations, and adheres to sound fiscal and administrative policies.

Forecasts and monitors the financial condition of the County and prepares related reports.

Oversees the administration of the County Procurement policy.

Oversees the administration of County grant funds.

Reconciles General Ledger Accounts.

Prepares and analyzes financial statements.

Prepares and enters correcting journal entries and budget transfers.

Prepares and summarized revenue and expense reports for County Council.

Prepares Audited Financial Statements.

Prepares and enter year-end closing journal entries.

Collects information for preparation of the annual budget.

Assists County Supervisor in preparing annual budget.

Provides assurance that the payroll is processed in an orderly and timely manner.

Provides for adequate training and development of department staff.

Maintains financial accounting software and computer systems.

Assists Department Heads and Elected Officials with questions and concerns related to financial reports.

Maintain all county fixed assets, titles to county owned property and disposal of fixed assets.

Maintain County issuance of debt including general obligation bonds and lease purchases as well as FILOT and Multi County Park Agreements.

Attends training, meetings, workshops, conferences, etc. as necessary to maintain job knowledge and skills.

Collaborates with County Treasurer to forecast and project cash flow.

Serves as point of contact for external audit process.

Performs of duties as needed or assigned.

### **Supervisory Responsibilities**

Plans, coordinates and supervises all aspects of County Finance and employees of the Finance Division.

### **Qualifications**

#### **Education and or Experience:**

Must hold Certified Public Accountant Certification in addition to 5-6 years related experience and or training in governmental accounting practices and procedures; or any combination of education and experience deemed sufficient by hiring authority.

#### **Other Requirements**

Successful completion of all pre-employment screening.

#### **Knowledge, Skills, and Abilities**

Knowledge of the principles, practices, and theories of accounting, auditing, banking, budgeting or financial management.

Knowledge of County Governmental fiscal and budgetary processes.

Knowledge of Laws, regulations and policies applicable to the area of employment.

Knowledge of Office management and organizational concepts.

Ability to plan and implement a financial management program.

Ability to interpret and analyze complex financial data and reports.

Ability to plan, assign, review and supervise the work of others.

Ability to communicate effectively, both verbally and in writing.

### **Working Conditions and Physical Demands**

Job is primarily performed in an office environment subject to occasional interruptions and high stress situations. Frequent use of office equipment and technology is required. Occasional travel may be required. Light to moderate lifting as needed.

**Disclaimer: This job description is not an employment agreement or contract. Management has the exclusive right to alter this description at any time without notice.**