

## Town of Surfside Beach ♦ Job Description

<b>Job Title:</b>	<b>Finance Manager</b>	<b>Reports to:</b>	<b>Finance Director</b>
<b>Department:</b>	<b>Finance</b>	<b>FLSA:</b>	<b>Exempt</b>
<b>Salary Grade:</b>	<b>N/A</b>	<b>Salary Range:</b>	<b>\$42,225 - \$64,370</b>
<b>Prepared Date:</b>	<b>March 2016</b>		

**Summary** Under general supervision is responsible for various functions in the Finance Department. Assists the Director of Finance in planning, organizing, and coordinating various financial activities for the Town and in the preparation of the Town's annual budget; responsible for coordinating the audit of the Town; prepares assigned financial reports and documents. Supervises the Business License office and Reception desk.

### Duties

- Performs bank reconciliation's, and the monthly reconciliation of balance sheet accounts.
- Reviews and audits weekly accounts payables and biweekly payroll runs.
- Daily review and reconciliation of all cash deposits.
- Performs daily and monthly journal entries.
- Supervises the Business License office and employees.
- Supervises the Reception desk and employees.
- Maintains records for the Drug funds and Fireman's 1% fund
- Processes and reviews purchase requisitions and prepare purchase orders.
- Assist in the preparation of the annual budget for all fund accounts.
- Prepares information for the annual audit and Comprehensive Annual Financial Report.
- Prepares annual reports to the state and other entities.
- Performs updates to accounting software.
- Oversees fixed assets, posting disposals, acquisitions as well as quarterly and annual depreciation.
- Back-up for payroll and accounts payable. Assists other finance personnel with accounting issues.
- Other duties may be assigned or required at the discretion of the town, including EOC.

**Essential Safety Functions** It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

**Physical Demands** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- To talk and hear, sit, stand, walk climb, balance, stoop, kneel, crouch, and/or crawl
- Use hands to finger, handle, or feel. Reach with hands and arms
- Lift and/or move up to 25 pounds
- Vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### Qualifications

- Bachelor's degree (BA) in business or accounting and minimum 5-years experience, 2-years of which must be in supervisory capacity, or equivalent combination. Certified Government Finance Officer preferred.
- Ability to perform accounting calculations; estimating revenue and expenditures
- Computer skills to include Microsoft Office Suite, and department-related software
- Excellent written and oral communication skills.
- Ability to read and interpret correspondence, ordinance, resolution and proclamation documents.