



James Island Public Service District

*Dedicated to Public Service Excellence*

## DEPARTMENT OF HUMAN RESOURCES

### POSITION DESCRIPTION

<b>CLASS TITLE: DIRECTOR OF FINANCE</b>	<b>CLASS CODE: FN01</b>
<b>DEPARTMENT:</b> Administration - Finance	<b>PAY GRADE:</b> 49
<b>REPORTS TO:</b> JIPSD District Manager	<b>FLSA:</b> Exempt
<b>SUPERVISES:</b> Revenue Collections Manager, General Ledger Analyst, Accounts Payable Specialist	<b>REVISED:</b> 12/29/2020

#### PURPOSE AND SCOPE:

Performs under general direction of the JIPSD District Manager as the Director of Finance to lead its financial and customer service functions. This position is designated as Essential in the event JIPSD's Emergency Operation Plan is activated.

#### ESSENTIAL FUNCTIONS:

% Time (Total of Essential Functions Must Equal 100%)

- 45% Operations: Directly responsible for the Department of Finance function. In the absence of staff maintains the ability to process payroll, accounts payable, utility billing, and up to and including general ledger and financial reporting. Includes, but is not limited to: budgeting, accounting, procurement, financial policies, financial reporting, financial planning, grants (FEMA & other governmental resources) capital planning, debt management, regulatory compliance, fixed assets, contract administration, auditing, and financial risk management programs. Maintains relationships for JIPSD with Bank, Financial Advisor, Insurance Underwriter, and Bond Counsel. Maintains the investments portfolio for JIPSD in accordance with State and Federal law. Directs wastewater rates/rate studies in conjunction with Director of Wastewater Services, and wastewater permitting, billing, collections, and customer service functions.
- 20% Personnel: Responsible for the management of personnel as it relates to hiring, training, supervision & management, recognition & appreciation, coaching, counseling, discipline & terminations. Conducts, reviews, and approves all performance evaluations and personnel actions of Department of Finance employees in accordance with JIPSD Human Resources policies and guidelines. Ensures the Department of Finance employees are cross trained to meet operational demands. Must be able to demonstrate proficiency in all tasks assigned within 12 months of employment. Must maintain up to date Standard Operating Guidelines (SOGs) of how all Finance staff completes assignments daily, weekly, monthly, quarterly and annually. Promotes communication channels, teambuilding activities and initiatives to maintain a fair, positive, and engaging work environment.
- 20% Budget: Develops and administers a fiscal Department of Finance & overall operating budget including any asset requisitions. Submits proposal of fiscal budget to the District Manager for approval on an annual basis. Presents budget to JIPSD Commission for consideration & approval. Attends Commission meetings, study sessions, and other public meetings as needed to present financial and budgetary information. Operates within and conforms to the approved Department of Finance fiscal budget for acceptable performance. Develops projections of current and future

finances including but not limited to: JIPSD Asset/Vehicle needs & inventory; 3-5 year budget projections; and depreciation schedules.

7.5% Safety & Compliance: As a member of the Leadership Team, is responsible for actively participating in the championing of the Emergency Operations Plans, as well as initiating the activation and execution of established EOP processes & guidelines as it pertains to Department of Finance and JIPSD. Ensures the training, adherence, application, implementation, and execution of all Safety policies within the Department of Department of Finance and supports all JIPSD when applicable. Maintains knowledge of JIPSD operating policies, personnel policies, emergency, safety policies, OSHA, and other applicable legal regulations necessary to direct the operations of the Department of Finance. Serves as a role model to the JIPSD community exhibiting integrity and safety.

7.5% Strategic Planning: As a member of the Leadership Team, is responsible for actively participating in the development and championing of JIPSD's Strategic Planning as well as contributing toward the achievement of the established goals and objectives. Responsible to implement strategic plans within the Department of Finance and ensure employees have a clear understanding of how they support and contribute to the strategic objectives of JIPSD. Serves as a role model of all core values, the vision, and the mission.

100% = Total Essential Functions

#### **MARGINAL FUNCTIONS:**

- Serves on various committees.
- Represents JIPSD as appropriate.
- May be required to work during emergencies as directed.
- Performs other duties as required and/or assigned.

#### **EQUIPMENT:**

Calculator, computer, scanner, copier, printer, software, time clock, telephone, charts, contracts, diagrams, reference books, maps, manuals, fax, file cabinet, files, ledgers, pens, and pencils.

#### **WORKING CONDITIONS:**

Working inside protected from the weather. Maybe infrequently subject to outside environmental conditions with minimal protection from the weather.

#### **HAZARDS:**

Normal conditions – none. In infrequent occasions may be exposed to conditions or a situation in which there is risk of danger to life, health, or bodily injury. Includes a variety of physical hazards and conditions, such as performing tasks in inclement weather, proximity to moving mechanical parts, electrical shock, gas line explosion, and dangerous traffic conditions. May be required to work in areas where ground is unstable.

#### **PHYSICAL DEMANDS CATEGORY:**

**LIGHT.** Defined in the Dictionary of Occupational Titles as jobs requiring occasional lifting up to 20 lbs., frequent lifts up to 10 lbs., negligible constant lifts, and a MET level of between 2.2 to 3.5.



**PHYSICAL JOB DEMANDS:**

	Not Required	Infrequent	Occasional	Frequent	Constant
		<i>Not on Daily basis</i>	<i>0-33% of shift, 1-100 repetitions</i>	<i>33-66% of shift, 100-500 repetitions</i>	<i>67-100% of shift, 500+ repetitions</i>
Standing			X		
Walking			X		
Lifting		20#			
Carrying		20#			
Push/Pull	negligible				
Climbing		X			
Balancing		X			
Bending			X		
Kneeling	X				
Crawling	X				
Reaching				X	
Handling				X	
Squatting			X		
Sitting					X

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to exhibit and support JIPSD's vision, mission, and core values.
- Ability to effectively contribute as a member of the Leadership Team and to always act in the best interests of JIPSD.
- Ability to use good judgment and make sound decisions.
- Ability to communicate effectively, both orally and in writing.
- Ability to effectively manage multiple responsibilities and priorities at the same time.
- Ability to effectively motivate, plan, delegate, coordinate, supervise, manage, and direct the work of others.
- Communicate and interact effectively with colleagues and stakeholders. Must demonstrate the teamwork skills necessary to gain the organization's trust and to lead the department.
- Cultivates a reputation for doing the right things for the right reasons: makes sure that completed staff work is done and refuses to cut corners; works well with others at all levels of the organization.
- Strategizing skills like reliable budgeting, forecasting, forward planning, and problem solving.
- Strong interpersonal skills and the ability to advance the organizational agenda (as directed by the District Manager) are vital to act as a catalyst and strategist.
- Baseline skills of the ability to produce accurate financial results, provide solid financial advice, comply with regulations, and must have financial acumen.
- The fiduciary nature of the Director of Finance requires extreme honesty and fairness.
- Communicate openly and timely with peers to ensure organizational projects and goals are progressing in a timely fashion and within budget. Be available for peers to assist with projects, financial objectives, and concerns.
- Delegate with effectiveness and follow up to ensure timely and accurate team performance.
- Develop Finance team by ensuring cross training; identifying needs for specific skills training; and identifying areas for development and growth.

- Periodically audit operating processes to eradicate liability; ensure internal controls are in place; and to understand the daily work demands and responsibilities of all Finance staff.
- Ensure financial liabilities are eradicated or minimized through peer to peer coaching and counseling when necessary.
- Proficient knowledge of the theories, principles, techniques, laws, rules, and regulations of GAAP, GFOA, and of governmental budgeting and finance procedures, personnel and business administration, management, and supervision.
- Working knowledge of and appropriate proficiency in basic office equipment, Office 365 software, and BS&A and other accounting software.
- Knowledge of the geography of JIPSD.
- Knowledge of all applicable Federal, State, County, and District laws, rules, and regulations.
- Knowledge of banking and investment practices and principles.
- Knowledge of Wastewater rates, service, and billing procedures.
- Knowledge of principals of financial risk management.
- Must have excellent interpersonal, organization and communication skills.

#### **MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

A Bachelor's Degree in Finance, Accounting, Business Administration, or a directly related field, plus five (5) years of progressive governmental accounting supervisory and management experience required. MBA, CPA, CGFM, or CPFO certification(s) preferred. Must possess a valid South Carolina Driver's License. Experience with BS & A Software helpful.

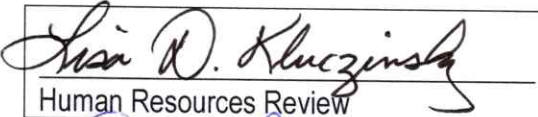
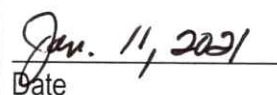
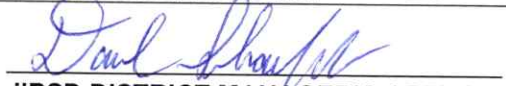
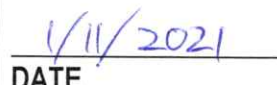
**Position incumbents must have successfully completed and possess all the following specific certifications within eighteen (18) months of the above revised date – or within eighteen (18) months of appointment to this position title. Failure to do so may result in termination of employment:**

IS-29.a	IS-100.c	IS-200.c	IS-201	IS-300	IS-400
IS-552	IS-554	IS-556	IS-558	IS-559	IS-700.b
IS-703.a	IS-800.c	IS-908	IS-1000	IS-1001	IS-2200

**NOTES:**

The listing of the essential functions in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities, and it does not give exclusive title to every function described. The indicated percentages of time are intended to be a meaningful representation but may vary. Job performance must conform to all JIPSD policies/procedures and applicable SOGs. All employees entering this position title on or after the revised date above will be required to possess the position requirements as specified on this document. This is not a contract of employment and should not be relied upon as such.

**MANAGEMENT REVIEW/APPROVAL SIGNATURES:**

 Human Resources Review	 Date
 JIPSD DISTRICT MANAGER'S APPROVAL	 DATE

I certify that I have received a copy of this Position Description:

\_\_\_\_\_  
Employee's Name – Please Print Legibly

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*James Island Public Service District is an Equal Opportunity Employer and Provider, an At-Will Employer, and a Drug-Free Workplace. We Participate in E-Verify.*