

CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina



This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Deputy Director of Finance
Department:	Finance
Class Code:	2070
Salary Grade:	G18
FLSA Designation:	Exempt

General Statement of Duties

The principal functions of an employee in this class are to provide support for the Finance Director; oversee the management of the Revenue and Collections Division; and develop and monitor the Town's annual budget. The work is performed under the supervision and direction of the Finance Director, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over all division personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Finance Director; other Town management and personnel; area businesses and homeowners; Town's attorneys and personnel from local and state law enforcement and judicial centers; and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Supervises and oversees the management of the day-to-day operations of the Revenue and Collections Division staff; provides guidance to division managers regarding enforcement issues, business audits, field inspections, business licensing and collection activities, the annual business license renewal process, and the billing and collection of EMS services;
- Oversees development and monitoring of annual budget; manages development of budget preparation guidelines, budget manual, and budgetary control system; publishes the annual budget document and submits it to the GFOA; monitors the Town's actual financial performance against budgeted expectations;
- Conducts research and prepares reports that include cost analyses, comparative financial data, multi-year projections and informational data to support findings; applies principles of accounting to analyze past and present financial operations and estimated revenues for budgets; oversees maintenance of databases for financial reporting;
- Verifies tax roles and establishes Town millage in conjunction with multiple government agencies, senior staff and Town Council;
- Oversees system operations and upgrades of the software programs and databases used by the Revenue and Collections Division;
- Provides guidance and direction to Division managers and other involved in the planning and managing of Town funds;
- Assists the Accounting Division with the preparation of Comprehensive Annual Financial Report (CAFR), the Town's annual audit, and the submission of the CAFR to the GFOA;
- Analyzes investment performance and makes appropriate recommendations; responsible for the investment of Town funds in accordance with established financial policies;
- Interprets and applies laws, rules, and regulations to daily financial operations;
- Assumes the duties and responsibilities of the Director of Finance in his/her absence;

- Provides direction concerning Town safety program; enforces safety regulations; assesses and reports workplace and work activity safety risks; ensures staff understands safety regulations/procedures and completes required safety training (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of Federal, State, and local laws concerning public financial administration;
- Knowledge of governmental accounting and budgetary methods;
- Knowledge of state and local laws regarding ad valorem property taxes;
- Knowledge of the Town's Business License, Accommodations Tax, Hospitality Tax, Beach Preservation Fee and Real Estate Transfer Fee Ordinances;
- Knowledge of the general policies, procedures, and practices of other departments as they related to the issuance of business licenses;
- Knowledge of municipal government accounting, procurement and budgeting software;
- Knowledge of applicable laws and regulations governing collection activities;
- Knowledge of audit and investigation practices and techniques;
- Knowledge of effective supervisory and management techniques;
- Ability to effectively supervise, train, and evaluate the work of others;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Bachelor's Degree in Accounting or related field;
- Extensive governmental accounting experience;
- Considerable supervisory experience;
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.