invites you to consider the position of
Director of Finance
The opportunity of a lifetime

Nestled on the breathtaking South Carolina coast between Charleston and Myrtle Beach, Georgetown County is a paradise for those who love nature, history and small town charm.

In addition to the ocean, the county boasts five rivers that flow into Winyah Bay, and tens of thousands of acres of forested wetlands preserved as havens for wildlife. It’s far from the hustle and bustle of larger cities, but still close enough to feel connected and have access to most anything. It’s also home to some of the premiere golf courses in the nation and was recently named “America’s Best Small Coastal Town” by USA Today.

With a population of 63,000, Georgetown County’s roots go back to colonial days. The county seat is the third oldest city in South Carolina and there are numerous locations to soak up history and learn about all aspects of our areas past, from the Revolutionary War to maritime history.

With numerous options for public and private schooling, including a school for those gifted in arts and sciences, Georgetown County is an ideal place to raise a family or to ease into retirement. As for higher education, in addition to Coastal Carolina University (located in nearby Conway), several universities including the University of South Carolina and Clemson have specialty schools and labs in Georgetown County.

Come live, work and play in Georgetown County, South Carolina.

Learn more about the area at www.HammockCoastSC.com

Be part of an award-winning team at Georgetown County Government

At Georgetown County Government, you’ll join a team of approximately 700 full-time and part-time employees dedicated to serving the needs of our growing community.

Our main offices are located at the historic County Courthouse in the City of Georgetown — just a block away from great waterfront dining and shopping. The courthouse, which dates back to 1824, was remodeled in the last decade, when court operations were moved into a new facility. The county also has facilities — many of them new or recently renovated — all across the community.

Despite being a large organization, Georgetown County Government aims to foster a spirit of community and teamwork in all its employees and across departments, from the very top of the organization down. We believe in hard work, leadership by example, but also in creating an environment where employees enjoy being at work and want to have long-term careers within our organization.

We offer opportunities for on-the-job training and upward mobility, and encourage our employees to be active members of the community we serve.

Learn more about Georgetown County, our programs, available positions and more at www.gtcounty.org.

Voted America’s Best Small Coastal Town.
The Ideal Candidate

This position is an exceptional opportunity for a seasoned management professional to live and work in a dynamic, vibrant and growing community on the breathtaking Carolina coast.

The ideal candidate for the position of Georgetown County Director of Finance should be a dedicated financial professional who is committed to excellence and continuous improvement. This person should be ready and able to lead the Georgetown County Finance Department as it innovates and progresses toward a technology-driven future.

The position offers you more than an exceptional career — it also provides an environment to share a vision centered on the growth and prosperity of Georgetown County.

To be considered for this opportunity, previous governmental accounting experience will be considered favorably. The leading candidate will possess the advanced technical skill set required to perform analytical job duties, as well as the energy, enthusiasm, self-motivation and positive attitude to initiate and sustain organizational efficiency within the department.

This is a lead position involving management of a team, in which collaboration and team support are emphasized. As a leader in the organization, you must be comfortable and willing to drive evolution of process and work as a change agent in the organization. How well do you communicate? Georgetown County promotes 360-degree communication across the organization, and from the top down. The right fit for this position will be able to lead discussions and follow up with team members, peers, administration, elected officials and the public.

Qualifications

The successful candidate must meet the following criteria:

- Possess a bachelor’s degree from an accredited college or university in finance, accounting, public/business administration or a related field. Preference will be given to Certified Public Accountants, Certified Public/Government Finance Officers, or Certified Management Accountants.

- Have documented and verifiable experience of at least 10 years of progressively responsible employment in accounting (governmental accounting preferred) and at least 5 years of management experience supervising staff. Familiarity with GASB, budget preparation and review, cost and fund accounting, financial reporting, and internal, annual auditing experience is required.

- Equivalent combinations of education and experience that provide a candidate with the knowledge, skills and abilities required to perform the job will be considered.

Required Skills, Knowledge and Abilities

- Comprehensive knowledge of the principles and practices of modern government accounting, including mathematical skills and formulas;

- Comprehensive knowledge of the fiscal policies and statutory requirements governing County funds;

- Creative and analytical thinking while using independent judgement within procedural guidelines;

- Effective communicator — both orally and in writing with County Council, Administration, Directors, Department Heads, the public and media;

- Ability to manage complex financial systems and efficiently implement and maintain accounting methods, procedures, forms and records;

- Ability to prepare and present informative financial reports that can be understood by those without a finance background;

- Ability to firmly and impartially supervise, coach, counsel, mentor, lead, evaluate and direct the activities of staff;

- Ability to motivate and engender innovation and assumption of appropriate responsibility and decision-making by staff;

- Ability to establish and maintain effective professional working relationships with subordinates, other department heads and various elected officials;

- Skills in analyzing trends and current affairs, evaluating alternatives, and making logical recommendations based on findings to address concerns;

- Skills such as timeliness, multitasking, decisiveness and attention to detail in order to fulfill significant responsibilities and meet deadlines simultaneously;

- Technology skills relative to the job duties.

Additional attributes sought in the next Finance Director for Georgetown County include being a collaborative leader, positive strategic thinker, problem solver, inside influencer and visionary who values the collective reasoning of a team.

Do you think outside the box? Georgetown County is looking for an individual that will be progressive while considering the county’s history, one who delegates projects without micromanaging staff, a person who can follow through with policy directives, listen to the needs of staff, and provide support for staff.
Job Duties

Duties for this position include the following:

- Oversee, monitor and manage all financial matters for the county, including but not limited to financial strategies to accomplish strategic goals;
- Supervise financial accounting related to various tax and revenue sources;
- Assist and monitor financial matters as it relates to capital project plans, capital equipment replacement and bonding;
- Supervise accounting staff that process Accounts Payable, Accounts Receivable, Procurement, Grants and various funds via the use of the county’s general ledger accounting system.
- Create and ensure compliance with county accounting policies and procedures, in accordance with applicable regulatory requirements, designed to increase timeliness, accuracy and transparency, as well as reduce inefficiencies and opportunities for fraudulent activities;
- Monitor all county internal financial and accounting controls;
- Assist county administration and departments in preparing detailed department annual budgets. Work closely with the county directors and officials to track each department’s budget to control spending and conduct appropriate reporting;
- Draft, understand, oversee and present finance related ordinances and resolutions, including but not limited to bond issuances, purchasing ordinances, lease purchases, budget ordinances and other required ordinances;
- Spearhead the creation and presentation of the countywide annual budget to the Administrator and County Council;
- Prepare monthly financial reports for use by the county in administering the annual operating budget;
- Maintain all funds in accordance with Governmental Accounting Standards Board and General Accepted Accounting Principals;
- Manage and report special Revenue Funds of the County for financial and compliance purposes;
- Assist in monthly account reconciliations for all bank accounts, government funds and securities;
- Manage the investments, bond issues and lease-purchases of the county;
- Conduct year-end closeout and timely preparation of auditable financial statements;
- Prepare annual CAFR;
- Work with the county’s external auditor to facilitate the completion of the annual countywide external audit. This includes aiding the information gathering process, reporting on the county’s internal controls, explaining the county’s accounting policies and procedures, and preparing the annual detailed management and discussion analysis paper to be included with the annual audit as required by the Government Accounting Standards Board;
- Assist with the development and maintenance of overall strategic goals for the county;
- Prepare the county’s annual reports for State and Federal agencies;
- Conduct timely and efficient fiscal year close of all accounting modules and set-up of accounts for subsequent year;
- Conduct financial analysis and provide guidance to county administration as required in contract negotiations and agreements with outside third parties;
- Conduct ad-hoc special reviews related to county finances and/or accounting activities as directed;
- Provide needed support to Emergency Management during storm events and other hazard situations as they arise. Must maintain attendance during EOC activations, including during storm events. This employment position is deemed essential during emergency events.
- Other duties as assigned by the Administrator.
Details regarding Compensation for this position

The starting annual salary for the Finance Director of Georgetown County will be market competitive depending on qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided. This position is unclassified and reports to the County administrator.

Additionally, the county has its own offsite health clinic where those covered under the county’s insurance plan can receive confidential quality care at no cost and without long waits to visit with a doctor or nurse practitioner. Prescriptions medications are also provided at no cost at this clinic. The clinic is simply and added benefit and staff who choose to see care otherwise may do so with a standard co-pay. It is the county’s goal to make quality, affordable healthcare one less thing for employees to worry about.

Employees also receive 13 paid holidays, in addition to sick time and 12 vacation days per year for new employees. For every five years an employee works for the county, their earned annual vacation time increases.

How to Apply

This position is open until filled.

Potential candidates should send a résumé and cover letter to (email preferred):

Walt Ackerman, Director of Administrative Services
Georgetown County
P.O. Drawer 421270
Georgetown, S.C. 29442
(843) 545-3075
waltackerman@gtcounty.org

The County of Georgetown is an Equal Opportunity Employer. The County of Georgetown does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, national origin, political ideas or disability in employment or in the provision of services.

WWW.GTCOUNTY.ORG