



Director Finance & Administration, Town of Ridgeland

Job Duties:

- Administers the Finance Department and the financial operations in areas such as cash management, investments, report preparation, budget preparation, accounts payable, accounts receivable, grants, payroll and fines/fees collections for the general fund and the enterprise fund; reports to the Town Administrator
- Supervises and directs the Town's financial operations; formulates and supervises all accounting methods, policies/procedures, forms and records; produces monthly financial statements; completes government agency reports (state and federal); assists Town Administrator in the formulation of the Town's annual operating budget.
- Acts as the principle financial advisor to the Town Administrator and administers all financial policies, transactions and activities as approved by council; runs the annual audit.
- Acts as HR manager and enrolls new employees in health/insurance benefits, coordinates hiring process, files quarterly SCRS/PORS retirement reports and monthly State health insurance premium reports, responsible for payroll and related reports and tax filings.
- 40 hours/week; working hours are 8:30 a.m. – 5 p.m. M-F, must attend bi-monthly council meetings as required.
- Successfully maintain/update accounting system as required.

Qualifications: Requires a bachelor's degree in accounting from an accredited university supplemented by two or more years of experience in governmental fund accounting. Candidate must successfully demonstrate knowledge of GASB, fund accounting and internal controls. Working knowledge of accounting software, mastery of Microsoft Office (Excel, Word, Outlook, Powerpoint) essential. A current CPA or CGFO certification will be considered a distinct advantage.

Applicant must successfully pass a complete a pre-employment background check, credit check and drug screen.

Pay info: \$45,000 - \$60,000 D.O.E. / Qualifications

Deadline: Open until Filled

The Town of Ridgeland is an Equal Opportunity Employer