

The Town of
KIAWAH ISLAND, SOUTH CAROLINA

invites your interest in the position of

TOWN TREASURER



KIAWAH ISLAND — AN EXCITING OPPORTUNITY



This is an outstanding opportunity for a seasoned finance professional to work in a resort community located adjacent to the Atlantic Ocean. The Mayor, Town Council and Town Administrator are seeking an experienced treasurer/finance director to continue to manage the finance/treasurer functions of the Town and to be an effective steward of the Town's assets for the future.

THE SUCCESSFUL CANDIDATE

The successful candidate for the position of Town Treasurer of the Town of Kiawah Island should meet the following criteria:

- Possess a Bachelor's degree in Accounting or a related field supplemented by three to five years of strong and responsible experience in governmental or private sector accounting; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. A related advanced degree and/or CPA are desired but not required.
- Display evidence of continued professional development.
- Be cooperative and willing to work with other individuals and organizations to achieve success.
- Possess excellent communications skills. Have a high customer-service orientation and excellent organization ability.
- Be an effective budget/fiscal manager who thoroughly understands and has experience utilizing new business practices, technology and innovation to achieve cost savings, efficiency and effectiveness.
- Be a mature, hands-on manager who works effectively with all individuals and groups on and off the Island.
- Be understanding, trustworthy, discreet, confident, determined, and possesses a positive attitude; be politically astute and provide effective feedback to the Mayor and Town Council.
- Has the ability to comprehend, interpret, and apply regulations, procedures, and related information.
- Be an effective supervisor and delegator who is fair, firm, and consistent.
- Be a team builder and team player; a strong independent thinker; and someone who has a strong passion for the work of an effective Town Treasurer.

- Is knowledgeable of approved government accounting and bookkeeping methods and has the ability to utilize such principles to complete necessary job duties.
- Is able to compile, organize and utilized various financial information necessary in the preparation of the Town budget.
- Is able to work effectively with our banking contacts to maximize efficiency in the Town's Treasury operations.
- Constantly monitors the Town's financial practices to insure that appropriate controls are in place and operational.

ABOUT THE POSITION

The Town Treasurer for the Town of Kiawah Island works under administrative direction and administers all financial transactions including cash receipts and disbursements, payroll and investments in accordance with governmental accounting standards and generally accepted auditing standards. The Town Treasurer exercises supervision over department clerical, accounting, court administrator/business license official and finance clerk/purchasing personnel, reviews work of subordinates for completeness, effectiveness and accuracy. The Town Treasurer reports to the Town Administrator.

Specific duties and responsibilities of the Town Treasurer are:

- Directs and supervises the activities of clerical, accounting, court administrator/business license official and finance clerk/purchasing personnel; supervisory duties include instructing, assigning, reviewing and planning the work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee transfers, promotions and discipline, and recommending discharges as appropriate.
- Reviews the work of subordinates for effectiveness, completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.
- Maintains all governmental funds and account groups in accordance with governmental accounting standards and generally accepted auditing standards.
- Manages Town investments in accordance with State guidelines and the Town's investment policy to provide the greatest return as allowed under State law.
- Develops and implements new financial policies to improve accuracy and efficiency while reducing the threats to Town assets.
- Monitors and reviews changes in regulations and laws that affect the treasury, accounting procedures and purchasing procedures.
- Oversees the depositing of all monies in banks.
- Monitors the collection of all fees and taxes due to the Town.



- Maintains the general ledger for governmental funds and account groups; prepares all monthly, quarterly and annual financial statements; prepares all monthly bank reconciliations, adjusting journal entries and year-end adjusting journal entries.
- Administers payroll for Town employees and contract deputies. Maintains all salary/payroll records; prepares payroll deduction reports for State deferred compensation and South Carolina retirement system; prepares all Federal and State employment tax returns.
- Reviews all purchase requisitions and purchase orders; codes and approves all invoices for payment through accounts payable; maintains fixed assets inventory and control records; oversees the management of inventory; records the annual depreciation expense.
- Monitors and records all accommodations tax transactions; prepares annual report and in-house reports as directed by Town Council.
- Prepares, aids, records and participates in the annual budget process and implementation. Ensures the availability of funds and projects cash flow for the Town's operations; prepares monthly budget reports for the General Fund, special revenue funds, capital projects fund and various committees.
- Prepares for and participates in the annual audit. Maintains required documentation for all transactions; prepares and submits various schedules, reports and requested information to audit staff. Analyzes recommendations for cost/benefit and implements as feasible
- Coordinates and maintains risk management functions. Reports and coordinates any claims, losses or accidents with the insurance provider.
- Oversees solid waste program billing and collection.
- Conducts reconciliation of petty cash, the business license and municipal court program and the enterprise fund to the general ledger.
- Attends various committee meetings, Town Council meetings and hearings.
- Maintains computer system and accounting program for the Finance Department.
- Attends continuing education classes and various seminars as appropriate.
- Maintains accounting records for the Town of Kiawah Island Municipal Court.
- Receives, reviews, prepares and/or submits various records and reports including invoices, requisitions, checks, tax reports, retirement reports, bank statements, court reports, audit reports, financial and budget reports, memos, correspondence, etc.
- Operates a variety of equipment such as a computer, printer, telephone, calculator, copier, fax machine, etc.
- Interacts and communicates with various groups and individuals such as the Town Administrator, Mayor, members of Town Council, Town department heads and employees, committee members, elected officials, attorneys, auditors, property owners, vendors, contract personnel, professional peers, other governmental agencies, Kiawah Resort officials and personnel and the general public.
- Communicates with vendors regarding billing problems.
- Performs related duties as required.

ABOUT KIAWAH ISLAND

Kiawah Island is a barrier island located on the Atlantic Ocean Southwest of Charleston, South Carolina. The island has just over 1,600 full-time residents and the population grows to approximately 10,000 during the summer months.

The Town of Kiawah Island is unique among other South Carolina municipalities. Kiawah Island is a "residential community with a resort surrounded by a unique and beautiful natural setting." Also the Kiawah Island Community Association (KICA), a private nonprofit property owner association, shares responsibility for serving residents and provides services including road and drainage maintenance for owned property; premise security; landscaping; and recreation within the gated community.

TOWN GOVERNMENT

The Town of Kiawah Island was incorporated by the State of South Carolina on September 13, 1988. The Town operates as a Mayor-Council form of government, i. e., strong mayor. The Town Council is composed of a Mayor and four Council Members. Terms for the Mayor and each Council Member are two years. The current term (2014-2016) is the fourteenth full administration. The at-large elections are non-partisan. Currently there are 1,626 voters on the rolls. Elected officials are volunteers who receive no compensation or salary. The Mayor and four Council Members comprise the legislative branch of the Town. It is their duty to set overall policy in matters concerning the operation of the Town's affairs.

The Mayor is charged with the executive functions of Town management. He/she is responsible for assuring compliance with the policies established by the Town Council. The Town Administrator provides support, advice and assists in these administrative duties. Since incorporation, the Town has grown from 1 full-time to 13 full-time positions.

The Town provides services as prescribed by State statute to its citizens and guests including, but limited to:

- **Public Safety:** island-wide law enforcement through a contract with the Charleston County Sheriff's Office and code enforcement;
- **Criminal Court Administration:** as part of the unified judicial system in South Carolina, it hears and determines offenses of a criminal nature which may be subject to a fine not exceeding \$500 or imprisonment not exceeding 30 days, as well as cases arising under the ordinances of the municipality;
- **Street and Drainage Maintenance:** Beachwalker Drive, Kiawah Island Parkway from the roundabout at Betsy Kerrison Parkway to the front gate;
- **Planning and Zoning Administration:** through an agreement with Charleston County Planning;
- **Solid Waste Disposal:** garbage, recycling, yard debris, brown trash and household hazardous waste collection and disposal for all residential property;
- **Beach Maintenance and Safety:** beach patrol, solid waste collection and beach condition monitoring; and
- **Wildlife Studies:** monitors, manages, and researches the Island's wildlife species and habitats, while educating the general Island public in these areas.

The Town has a FY 2014-2015 total budget of \$6.5M with a General Fund budget of \$4.5M. Island property owners pay no Municipal property taxes to the Town, which has a current reserve of \$11-13M. A new Municipal Center is in the planning stages. There are no employee unions.



COMPENSATION

The starting annual salary for the Town Treasurer position will be market competitive commensurate with qualifications and experience. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be considered. The selected candidate will not be required to live on Kiawah Island, but will need to live within reasonable commuting distance.

HOW TO APPLY

This position is open until filled. First review of candidates will occur on **August 14, 2015**.

Confidential resumes should be sent by close of business on **August 14, 2015**, to:

James L. Mercer, President/CEO
The Mercer Group, Inc.
5579B Chamblee Dunwoody Road, #511
Atlanta, GA 30338

VOICE: 770-551-0403
FAX: 770-399-9749
E-Mail: jmercerc@mercergroupinc.com
Website: www.mercergroupinc.com

The Town of Kiawah Island is an Equal Opportunity Employer. The Town of Kiawah Island does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, national origin or disability in employment or in the provision of service.



The Mercer Group, Inc.
Consultants To Management