

Charleston Naval Complex Redevelopment Authority/Naval Base Museum Authority

Director of Finance and Administration

Date of Vacancy Announcement: July 26, 2023

Date of Vacancy Announcement Re-Posting: August 24, 2023

The Director of Finance and Administration reports to the Executive Director of the Charleston Naval Complex Redevelopment/Naval Base Museum Authority (Authority). The Director of Finance and Administration is responsible for the timely and accurate completion of all financial matters that come before the Authority.

Charleston Naval Complex Redevelopment Authority/Naval Base Museum Authority

Mission

The mission of the Charleston Naval Complex Redevelopment Authority/Naval Base Museum Authority is to redevelop and reuse former military facilities which have been closed by the federal government through leasing and/or conveyance thereby returning properties to the community, enhancing the tax bases of taxing districts, replacing lost jobs, assisting public service organizations and improving economic growth in the Authority's area of operation. Additionally, the planning, financing, construction and operation of a state-of-the-art museum to appropriately house and display the *H. L. Hunley* submarine, its artifacts and other related maritime exhibits, and also, if acceptable to the State of South Carolina, the South Carolina Maritime Collection and other 19th Century Maritime exhibits.

Knowledge/Skills/Abilities

Knowledge of fiscal, governmental and human resource procedures. Knowledge of State of South Carolina procurement procedures. Ability to coordinate diverse administrative functions. Excellent oral and written communication skills to include public speaking and presentation skills. Extensive mathematical and analytical skills including budgetary and financial forecasting. Employee must have an excellent working knowledge of QuickBooks, Sage Intacct and personal computing systems. Receives, reviews and enters bills/invoices and ensures payment of same through ACH or printed checks. Inputs and processes all payroll through ADP and all other required reporting and payments by SC Public Employee Benefit Authority including health insurance and retirement on a monthly, quarterly and annual basis. Knowledge of all human resource functions including all reporting, the processing of new, retiring and terminated employees and ensuring compliance with federal and state requirements. Knowledge of public museum financial operations. A full position description for this job posting may be found at www.charlestonrda.com.

Education/Experience

A Master's degree and three years related experience in accounting, business, public administration or administrative services, or a bachelor's degree and five years related

experience; or equivalency is desirable. Must be willing to submit to a background check, drug screening and non-disclosure statement if selected.

Required Documents

A cover letter and resume including a list of three references and contact information for each.

Salary Range and Benefits

Salary of \$80,000 - \$90,000 annually. The Authority participates in the South Carolina Public Employee Benefit Authority (PEBA) programs to include the State Retirement System and State Health plan. Insurance programs available to employees include medical, dental, prescriptions, vision, life insurance, long term disability, Moneyplus, Health Savings Account and adoption assistance. Retirement programs available to employees include the defined benefit South Carolina Retirement System (SCRS) and a voluntary, supplemental retirement savings plan through the South Carolina Deferred Compensation Program. Applicants should visit PEBA's website at <https://peba.sc.gov/> for more detailed information about the benefits.

Application Details and Review

This advertisement will remain open and applications will be received until the position is filled. E-mail of the required documents is acceptable and can be addressed to Mr. Sean P. McDonell, Executive Director at smcdonell@charlestonrda.com or mailed to 1096 Navy Way, North Charleston, SC 29405. The length of the recruitment and screening process may vary from position to position, depending on a variety of factors. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted by phone or email.

Other

The Authority does not discriminate on the basis of race, color, religion, national origin, age, sexual orientation, gender, disability, protected veteran status or genetics. Additional information on the Authority and job posting may be found at www.charlestonrda.com.