



## **HILTON HEAD ISLAND, SOUTH CAROLINA ASSISTANT FINANCE DIRECTOR**





# HILTON HEAD ISLAND, SOUTH CAROLINA

## ASSISTANT FINANCE DIRECTOR

The Town of Hilton Head Island, one of the most visited tourist destinations in the region, is seeking a confident and collaborative financial leader, experienced in municipal government, who can guide teams, build trust across departments, and play a key role in the Town's strategic financial planning as the new Assistant Finance Director. This is not a behind-the-scenes accounting role, it requires someone who leads with integrity, engages proactively, and contributes meaningfully to Town-wide priorities

Hilton Head Island is a close-knit community with a year-round population of approximately 38,097, although during the peak of summer vacation season the population can swell to 150,000. The island features 12 miles of beachfront on the Atlantic Ocean and offers more than 70 miles of multi-use pathways. Hilton Head Island is the largest barrier island in the southeastern United States. Located in the Lowcountry, at the southern boundary of South Carolina, the island has a beautiful natural environment and rich cultural history stretching back from Native American habitation and through the Revolutionary and Civil Wars. This history is visible today in the many protected archaeological and cultural sites on the Island, and preserved in the living, native Gullah community.

Hilton Head Island is home to more than 20 top-tier golf courses, making the island a haven for enthusiasts and pros alike, hosting many prestigious tournaments throughout the year. Along with the many sporting opportunities, Hilton Head is a philanthropic leader. Over 150 non-profit organizations call the Island home. Beyond the resorts and hospitality, the Island offers a robust economic environment with numerous businesses, real estate opportunities, and a growing tech scene. Despite its global recognition as a top tourist destination, Hilton Head Island retains its small-town charm, offering a strong sense of community and connectivity. This beautiful Island community provides a balance of work-life opportunities with recreation, culture and personal fulfillment.







## HILTON HEAD GOVERNMENT BACKGROUND

The Town of Hilton Head is governed by a Council-Manager form of government, with a Mayor elected at large and six council members representing each of the 6 wards of the Town. The Town Manager is appointed to serve as the executive leader and directs the day-to-day activities of staff.

The Town of Hilton Head Island has created a new position, the Assistant Finance Director – Accounting Administration, to facilitate our continued growth and to further strengthen our financial foundation.

## THE TOWN MISSION

### Leadership and Governance

Our mission is to promote the health and vitality of the community we serve through ethical and inclusive programs, policies, and actions.

### History of outstanding fiscal management:

- FY25 Budget: \$167M.
- Stellar Credit Ratings: AAA (Moody's), AA+ (Standard & Poor's and Fitch).
- Dedicated workforce of 300 employees.
- Annual recipient of the Government Finance Officers Association (GFOA) Certificate of Achievement for annual financial reporting and the GFOA Distinguished Budget Presentation Award.
- Recipient of the GFOA Hero Award recognizing Finance Officers who demonstrate extraordinary actions during times of crisis.

## THE POSITION IN BRIEF

The Assistant Finance Director – Accounting Administration; is a key leadership role within the Finance Department, providing direct supervision of the Accounting Division to ensure compliance with Federal, State, GAAP, and GASB standards, as well as Town policies. This position plays a central role in overseeing the Town's accounting operations, supporting budget and audit processes, enhancing financial systems, and analyzing financial data to inform strategic decisions. The Assistant Director collaborates closely with the Treasury team, department leaders, and external auditors to support the Town's financial health and transparency. This role requires leadership presence, with the ability to inspire teams, foster interdepartmental collaboration, and contribute to strategic financial direction. The successful candidate will be a proactive leader, driving results and cultivating a culture of accountability and continuous improvement.

The responsibilities of the Assistant Finance Director include:

- Direct and supervise daily accounting operations, including accounts payable and payroll functions.
- Coordinate with the Treasury team on cash management and investment activities.
- Lead monthly financial close processes and conduct variance analysis to budgets and prior periods.
- Prepare and distribute monthly financial reports and presentations for management and Town Council.
- Support the Finance Director in preparing the Town's annual budget and rolling financial forecasts.
- Lead the preparation of the Annual Comprehensive Financial Report (ACFR) and manage the external audit process.
- Develop and refine financial models, policies, procedures, and internal controls.
- Analyze and report financial and operational data, including key performance metrics.
- Ensure compliance with applicable financial regulations, including FOIA and external reporting requirements.
- Contribute to financial due diligence and support Town-wide strategic initiatives.





## MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting or related field. Master's degree preferred.
- 10 to 15 years or more of related experience in progressively responsive work in municipal accounting including supervision.
- Certified Public Accountant certification preferred or must be willing to achieve certification within a 3-year period from hire date.



## THE IDEAL CANDIDATE

In addition to the requirements listed above, Hilton Head Island is seeking candidates who possess advanced levels of the following:

- Established leadership in municipal or public-sector finance, with a track record of guiding multidisciplinary teams, building productive cross-departmental relationships, and contributing to strategic organizational success.
- Proven ability to lead through influence and collaboration, with a diplomatic and people-centered approach to achieving shared goals.
- Functionally experienced in the intricacies of fund accounting and have demonstrated auditing competencies.
- Ensure interdepartmental fiscal teambuilding to capture upcoming opportunities for innovations to avoid needless redundancy in managing fiscal affairs.
- Be knowledgeable of governmental accounting standards, fund accounting, audit best practices and organizational accounting systems.
- Treat other financial system users as customers and be an effective coordinator of best practices, assuming no evidence of "fraud, waste, or abuse."
- Be a consummate professional who can collaborate with stakeholders in a flexible manner.
- Be able to build a great cohesive team with participation in continuous learning, to include statewide professional conferences.
- Be innovative and a creative problem-solver, with new ideas on how to grow and evolve the Town's internal audit function and evolve accounts payable processes.
- Demonstrate principles of integrity, transparency and accountability and the importance that each plays in oversight of local government finance and accounting operations.
- Bring strong technical expertise with the ability to socialize and make presentations on complex accounting subject matters to non-technical audiences.
- Have excellent oral and written communication skills and be comfortable speaking in public before the city council and the general public.





## BENEFITS

Residency is not required. This is a full-time position. The salary range is \$120,000 - \$135,000 +/-DOQ. The Town of Hilton Head offers an excellent benefit package which includes health, dental, vision, life insurance, short and long-term disability, vacation, and sick leave, paid holidays, tuition reimbursement, a healthcare reimbursement arrangement, and a generous matching 401(k) plan. Relocation assistance is available for candidates relocating to the area.

## HOW TO APPLY

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume, cover letter and contact information for five professional references by May 23, 2025. Confidential inquiries may be directed to Riccardo (Rick) Ginex, MGT Approved Independent Executive Recruiter, at Tel: 847-380-3240, ext. 160.

Additional information about the Town of Hilton Head can be found on the Town's website: <https://hiltonheadislandsc.gov/>.

The Town of Hilton Head Island is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

