

# Town of Atlantic Beach SC

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## **Business Finance Manager**

**Town of Atlantic Beach, South Carolina**

**Job Description: Business & Finance Manager**

**Department:** Administration

**Reports To:** Town Manager

**FLSA Status:** Exempt

**Salary Range:** Commensurate with experience

**Posting Date:** 7/17/2025

**Application Deadline:** 8/16/2025

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### **Position Summary:**

The Town of Atlantic Beach is seeking an experienced, detail-oriented, and strategic **Business & Finance Manager** to lead the Town's financial operations and provide critical support in fiscal management, regulatory compliance, and operational efficiency. This leadership role reports directly to the Town Manager and is responsible for managing daily financial operations, supporting long-term financial planning, and overseeing administrative functions that contribute to the Town's accountability and transparency.

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### **Key Responsibilities:**

- **Financial Management & Accounting**

- Serve as the Town's primary accountant, maintaining accurate records of all financial transactions.
- Perform monthly bank reconciliations and ensure the integrity of financial statements.
- Maintain the Town's general ledger and ensure compliance with GAAP and state regulations.
- Prepare and submit required financial reports to the Town Manager and governing bodies.
- Establish a unified digital framework for financial inflows and outflows.

- **Budget Development & Oversight**

- Lead the development of the annual operating and capital budgets for review and approval by the Town Manager.
- Monitor budget performance throughout the fiscal year and prepare periodic budget-to-actual reports.

- Provide recommendations for financial planning, cost control, and revenue generation.
  - **Revenue Tracking & Tax Administration**
    - Track and reconcile all business license and property tax collections in coordination with applicable agencies.
    - Implement systems to enforce penalties for late or non-payment and ensure timely revenue collection.
    - Serve as liaison with Horry County and other external agencies on matters related to tax collection and financial compliance.
  - **Audit & Compliance**
    - Lead preparations for the Town's annual external audit performed by a third-party CPA firm.
    - Maintain required documentation and schedules in accordance with audit standards.
    - Implement and oversee internal controls to protect the Town's financial resources and comply with audit recommendations.
  - **Special Events Permitting**
    - Manage all applications and approvals for special event permits in the Town of Atlantic Beach.
    - Coordinate with public safety, public works, and other departments to ensure successful and compliant event execution.
    - Track associated revenues and expenses related to special events.
  - **Administrative Leadership**
    - Collaborate with department heads and staff to provide financial guidance and budgetary support.
    - Serve as an advisor to the Town Manager on matters of financial health and administrative operations.
    - Uphold the Town's mission and values by promoting transparency, accountability, and excellent public service.
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### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university in **Business Administration, Public Administration, Finance, Accounting**, or a closely related field.
- At least **three (3) years** of progressively responsible experience in municipal finance, accounting, or public sector budgeting.
- Demonstrated knowledge of government accounting practices and South Carolina tax laws.
- Strong proficiency in accounting software and Microsoft Office Suite (Excel, Word, Outlook).
- Ability to manage multiple priorities and meet deadlines with accuracy and efficiency.

- Excellent analytical, written, and verbal communication skills.
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### **Preferred Qualifications:**

- Master's degree in Public Administration, Finance, or Accounting.
  - Experience with South Carolina municipal budgeting and audit preparation.
  - Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO) designation is a plus.
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### **Working Conditions:**

- Primarily indoor office environment with occasional evening or weekend work for public meetings or special events.
  - May be required to attend Town Council or committee meetings as needed.
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### **Application Process:**

Interested applicants should submit a cover letter, resume, and at least three (3) professional references to:

#### **Town of Atlantic Beach**

cheryl@townofatlanticbeachsc.com

Subject: *Business & Finance Manager Application*

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**The Town of Atlantic Beach is an Equal Opportunity Employer.**