

FINANCE OFFICER

General Statement of Duties

Performs professional and administrative work in serving as the fiscal officer for the organization .

Distinguishing Features of the Class

An employee in this class plans, performs the disbursement and accounting of revenues and expenditures for the Town. Work involves performing the budgetary accounting, general ledger, financial reporting, payroll, and other fiscal tasks for the town and assisting the Town Manager with budget preparation, human resources management, and related fiscal tasks. The employee also performs the accounts payable and supervises the customer service function. The employee also provides a wide variety of customer service assistance to the public in person and by phone. The employee must exercise considerable independent judgement and initiative in performing the fiscal control system. Work requires supervisory skills and is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, supervises and performs fiscal operations for the Town including accounting of municipal funds, financial reporting, journal entries, budgetary accounting, fixed assets, cash investments, and advising the Board and Town Manager on fiscal issues; maintains a general accounting systems for the Town; maintains financial records for each department; maintains separate accounts for items of appropriation in the budget; supervises receipt of Town revenues including county revenue payments; reviews and monitors ongoing administration of budget, monitors revenues and expenditures.

Administers the Town's benefits programs including health, dental, vision, life insurance, worker's compensation, retirement, and other related activities; performs new employee enrollment into benefits and provides and reviews copies of the personnel policy; processes exiting employees.

Places job advertisements and receives employment applications.

Performs payroll including maintaining data base on employee information; enters time sheets and generates payroll; transmits payroll for direct deposit and prints check stubs and distributes to employees; maintains leave balances; prepares a wide variety of payroll and personnel records and reports; pays payroll vendors; prepares and distributes W-2s.

Performs accounts payable; sets up vendors and enters invoices for payment; prints vendor checks, obtains appropriate signatures and mails; solves problems related to invoices and vendors.

Performs a wide variety of financial reporting and monthly , quarterly and annual close outs and reconciliations.

Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems.

Advises Town Manager and Board on fiscal issues; assists the Town Manager with budget preparation.

Supervises and backs up the customer service function for the Town; verifies and posts receivables.

Makes debt service payments.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices, laws and regulations of public finance administration, including principles and practices of municipal accounting, purchasing and budgeting.

Considerable knowledge of the application of information technology to financial management and reporting.

Considerable knowledge of various personnel laws, regulations and court cases.

Considerable knowledge of the Town's personnel, budgeting and purchasing policies and procedures.

Knowledge of modern and effective supervisory principles and practices.

Skill in collaborative conflict resolution and customer contact.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to supervise staff including effective training, leadership, motivations, communications, delegation, and conflict resolution.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

Must be able to physically perform the basic life operational functions of reaching, standing, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation with a bachelor's degree in accounting or business, and considerable experience in public finance administration; or an equivalent combination of education and experience. Prefer CPA.

Special Requirements

Ability to obtain North Carolina Finance Officer certification.

Possession of a valid North Carolina driver's license.