

FINANCE DIRECTOR

General Statement of Duties

Performs difficult professional and administrative work planning, organizing, and directing the financial functions for the Town.

Distinguishing Features of the Class

An employee in this class plans, directs, and organizes and administers a variety of fiscal and administrative functions including disbursement and accounting of revenues and expenditures, monitoring and administering the budget, accounting, revenue collections, information systems, utility billing, and grant accounting and administration. Work requires knowledge of local government finance, GAASB, and accounting as well as advanced technology and staff management skills. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control and procurement system. Work is performed in accordance with North Carolina General Statutes and State regulations governing the responsibilities of local government financial operations and Town policies and procedures. Work is performed under the supervision of the Town Administrator and is evaluated through conferences, reports, analysis of program accomplishments, feedback from other departments, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and directs the Finance Department including financial programs and operations, accounting, utility and miscellaneous accounts receivable billing, revenue collections, fixed assets, budget development and administration, investments, accounts payable, grant accounting and administration, and assessment levying; develops and implements departmental goals.

Assists the Town Administrator in preparation of the general operating and capital improvements budgets; projects revenues and performs historical research on spending and trends in previous years; forecast capital and financing schedules and cost estimates.

Works with the Administrator in directing the formulation of Town financial policies; assists other departments with the development and implementation of financial systems.

Directs the general accounting system for the Town; maintains financial records for each department; maintains separate accounts for items of appropriation in the budget; monitors expenditures and obligations on accounts.

Reviews and monitors ongoing administration of budget: monitors revenues and expenditures; coordinates activities and changes with Town departments.

Manages the Finance Department staff and resources; prepares annual departmental budget; hires, trains, provides performance coaching and evaluation, staff communications, leadership, team building, motivation, and work assignment; identifies and manages technology needs.

Reviews budget system and financial conditions and develops methods of improvement.

Oversees and participates in the preparation of monthly and annual financial statements, and the preparation of other reports on the fiscal condition of the Town; monitors the preparation of monthly, quarterly and annual reports for payroll.

Assists external auditors with annual audit and coordinates the preparation of the Comprehensive Annual Financial Report; prepares schedules and documents in preparation for the audit.

Coordinates the Town's risk management programs in property, casualty and liability areas.

Coordinates efforts of underwriting, forecasting, and the preparation of the official statement for bond issues and other financing agreements; administers the debt service program for the Town. Monitors grant agreements for financial and award compliance; directs the timing of draw downs for

expenditures; tracks capital project revenue and expenditures.

Manages receipt and investment of all Town revenues; manages the utility billing, collections and customer accounts function for the Town.

Submits to the Town Administrator and the Council periodic statements of the financial condition of the Town; prepares budget amendments.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures, purchasing of materials, supplies and equipment.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough understanding of application of information technology to the department and Town-wide financial systems including financial software applications, spreadsheets, data bases, utility billing and customer accounts packages, etc.

Thorough knowledge of Town policies and procedures related to personnel, budgeting and purchasing.

Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, team building, communication, performance coaching and evaluation, and hiring.

Working knowledge of laws and regulations related to hiring and staff management.

Skill in collaborative conflict resolution, public speaking and customer service excellence.

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

Ability to plan, organize, direct, and evaluate the work of subordinate employees in the specialized fields of accounting, utilities and information services, revenue collection.

Ability to design and prepare analytical or interpretative financial statements.

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

Ability to interpret and explain intricate laws and procedures relating to the financial systems, procurements and purchasing process.

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

Physical Requirements

Must be able to physically perform the life support functions of stooping, crouching, reaching, lifting, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

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

Desirable Education and Experience

Graduation from a four-year college or university with a degree in accounting or business and considerable experience in public finance administration including financial staff management experience; or an equivalent combination of education and experience.

Preference given to candidates with a CPA, Certified Local Government Finance Officer, or

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Master's in Business or Public Administration.

Shallotte
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