

FINANCE OFFICER / TOWN CLERK

General Statement of Duties

Performs professional and administrative work in providing the statutory responsibilities of Town Clerk and performing day to day tasks for fiscal management of the town.

Distinguishing Features of the Class

An employee in this class plans, performs, and supervises the disbursement and accounting of revenues and expenditures for the Town. Work involves performing a variety of financial responsibilities for the Town including payroll and employee benefits; accounts receivable and payable and purchasing; balancing bank statements; overseeing utility billing and collections; revenue estimation; financial reporting; assisting the Town Manager with budget preparation and monitoring, and related fiscal tasks. In addition, the employee performs the statutory Town Clerk role, attends meetings of the Town Council to serve as the Town Clerk and to present requested financial reports and information, and provides administrative support to the Mayor, Council Members, and Town Manager. The employee must exercise considerable independent judgment and initiative in performing the fiscal control system. Work 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, review of minutes and reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, and performs fiscal operations for the Town including accounting of municipal funds, financial reporting, journal entries, revenue estimation and advising the Council and Town Manager on fiscal issues; balances bank statements; maintains financial records for each department;

Manages receipt of Town revenues; reviews and monitors ongoing administration of budget; compiles data; monitors revenues and expenditures; researches interest rates and tracks spending needs; transfers cash.

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

Performs statutory Town Clerk responsibilities; assists Manager with the preparation of agendas and related materials; takes and insures preparation of Council minutes; serves as custodian of official Town records.

Provides administrative support to Town Manager and Council including document production, file management, travel arrangements and reimbursement and related tasks.

Signs up employees for benefits; enters changes regarding position, salary, deductions and other changes in employee data base; prepares W-2's.

Files Worker's Compensation claims.

Prepares a variety of financial reports; submits payroll and financial reports to state and federal agencies.

Supervises staff responsible for utility bills and tax collections.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures and the statutory role of Clerk.

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

Working knowledge of the principles and practices of automated financial systems and their use in a municipal environment.

Working knowledge of Town personnel policies and procedures and principles of effective supervision.

Skill in document production including word processing at the desired speed and accuracy, and in the accurate preparation of minutes.

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

Ability to supervise, communicate and motivate staff.

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.

Ability to conduct long range fiscal planning.

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

Associate degree in accounting or business (four year degree or college work preferred) and experience in public finance, accounting and recordkeeping activities; supervisory experience preferred; or an equivalent combination of education and experience.

Stantonsburg