

Town of Stantonburg Finance Officer:

General Description:

The Finance Director serves as the chief financial officer for the Town of Stantonburg. Emphasis of the work is on the exercise of managerial and professional accounting knowledge and abilities required to oversee the operation and supervision of the Finance Department, including subsidiary functions for financial reporting, treasury, investments, billing and collection of municipal services, payroll, and other accounting operations. Work is performed with broad discretion and judgement in managing the department and is performed under the general direction of the Town Manager. Supervision is exercised over department personnel. Work is evaluated based on attainment of individual and departmental objectives, compliance with federal and state laws, accuracy of records, and adherence to national generally accepted accounting principles. The Finance Director also aids and supports the Town Manager in making decisions and recommendations regarding the Town's finances.

Essential Duties and Responsibilities:

- Plans, organizes, and manages the operations of the Finance Department, including disbursement and accounting of Town funds and oversees the preparation of monthly, quarterly, and annual reports.
- Formulates and implements applicable fiscal policies and performs senior level management and policy advice on Town issues, programs, and services.
- Oversees the development of operating and capital improvement budgets; forecasts revenues and expenditures; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.
- Assists with the preparation of the annual Town budget with the Town Manager and the subsequent submission to the Town Council; makes all necessary budget adjustments throughout the fiscal year.
- Oversees the administration of the Town's procurement process.
- Manages the receipt and investment of all revenues and the posting of all revenues and expenditures and account reconciliations.
- Reviews and monitors on-going administration of budget, accounting, and billing processes; reviews budget systems and develops methods for improvement.
- Maintains favorable relationships within the financial community, including bond counsel, financial advisors, and credit rating agencies to ensure continued awareness of the Town's financial health, and favorable, adequate, and appropriate funding sources.
- Prepares records and reports for the annual independent audit of the Town's financial records and follows up on findings to improve financial systems and controls.
- Directs and prepares various financial reports including budget status reports, tax reports and state and federal reports.

- Maintains a financial management system for the Town including financial records for each department and other funds.
- Coordinates the administration of technical financing arrangements for securing debt and other long-term obligations of the Town, including debt records and financial disclosure documents.
- Prepares yearly financial statements showing assets, liabilities, and the financial condition of the Town and submits Comprehensive Annual Financial Report to the Town Manager and the Town Council
- Regularly attends Town Council evening meetings and presents information as needed.
- Assist auditors with annual fieldwork, completing year-end journal entries and preparing annual financial statements.
- Develops guidelines to ensure all Town contracts, inter local agreements, and grant documents comply with local, state, and federal financial regulations.
- Oversees all functions of payroll, utilities finance, and financing of capital projects.
- Performs work during emergency/disaster situations, including coordinating with key contacts in local, state, and federal agencies.

The duties and responsibilities listed for positions are not intended to be all inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the Town of Stantonsburg.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of public finance administration, including principles and practices of accepted accounting principles (GAAP) as well as Governmental Accounting Standards Boards (GASB) and North Carolina General Statutes.
- Ability to represent the Town in a professional and respectful manner while interacting with a diverse set of individuals within the workplace and the community.
- Thorough knowledge and understanding of public finance and revenue collections to include all federal and state audit requirements and policies.
- Thorough knowledge of public administration.
- Thorough knowledge of the principles and practices of management and supervision including employee relations, hiring, training, disciplinary process, and motivation.
- Thorough knowledge of the principles and practices of the Town's purchasing and payroll system.
- Ability to evaluate financial systems, formulate and install accounting methods, procedures, forms, and records.
- Ability to conduct long range fiscal planning and to accurately analyze and prepare financial records and reports.

- Ability to establish and maintain effective working relationships with the public, department heads, government officials, and with other employees. Must possess a high level of initiative, tact, good judgement, and integrity.
- Ability to prepare and present complex and detailed fiscal reports of a financial nature to the Town Council or other governing bodies or state and federal agencies.
- Must be skilled in preparing financial reports, preparing, and monitoring budgets, analyzing and interpreting financial data, and evaluating and developing investment strategies for the Town.
- Must possess interpersonal skills as applied to interaction with coworkers, supervisors, Town Council and the public sufficient to exchange or convey information and to receive work direction.

Education and Experience:

Minimum Candidate Requirement: Associate degree in accounting, finance, or a closely related field. Preferred candidate will hold a Bachelor's degree in accounting, finance, or a closely related field with 2-3 years of responsible finance experience (preferably in local government), or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Salary: DOQ