

JOB TITLE: Finance Director

DEPARTMENT: Finance

JOB SUMMARY: This position is responsible, as part of the Town's management team, for administering the fiscal operations of the town.

MAJOR DUTIES:

- Maintains and reconciles the general accounting system and financial records of the town.
- Assists independent auditors in the annual audit process.
- Supervises accounts payable and accounts receivable operations.
- Reviews and monitors ongoing administration of town budgets.
- Assists in the preparation and development of operating budgets.
- Prepares monthly, quarterly, annual, and miscellaneous financial reports.
- Schedules and monitors the work of department personnel to ensure the adequate office coverage.
- Responds to public complaints, questions, and problems in accordance with department guidelines and procedures; conducts internal investigations as warranted.
- Counsels and evaluates subordinate personnel.
- Responds to department mail; responds to requests for information and records.
- Performs and supervises risk management for the town's insurance programs.
- Attends monthly council meetings, and other meetings as requested.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Advanced knowledge of general and governmental accounting and bookkeeping practices.
- Knowledge of modern office practices.
- Knowledge of town ordinances, policies and procedures and state and federal statutes and regulations.

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- Knowledge of computerized systems for maintaining financial records.
- Proficiency in maintaining accurate records and preparing reports.
- Proficiency in performing basic mathematical calculations.
- Skill in utilizing such modern office equipment as a computer, calculator and typewriter.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Town Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES: Guidelines include accepted accounting and bookkeeping practices, town ordinances, state statutes, and budgetary guidelines. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The position consists of varied administrative and financial management duties. Frequent interruptions and complex regulatory requirements contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to administer the fiscal operations of the town. Successful performance helps ensure that the government operates and makes decisions based on accurate financial records.

PERSONAL CONTACTS: Contacts are typically with co-workers, elected officials, other town employees, vendors, regulatory and government agency representatives, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while intermittently sitting, standing, stooping, bending or crouching. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Finance Assistant (1).

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MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated substantial advanced level coursework in governmental accounting, and with the completion of an apprenticeship/ internship or having had a similar position for one to two years, and/or work within the field for greater than five years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.