

NOTICE

The Town of Spruce Pine is seeking applicants for employment as a Finance Officer.

Applicants should possess a thorough knowledge of governmental accounting including budget, general ledger, investments, grant administration, computers and networking. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration, accounting, economics, business administration or related field will be considered. Extensive administrative experience in public finance and local government administration is preferred. The successful candidate will report to the Town Manager and oversee the general finances and utility billing for the town. A complete job description is available at the Town Hall.

The position will be full time and the salary range is \$50,752 to \$66,525.82, dependent upon qualifications. Interested persons should submit an application to the Town Manager at Town Hall in Spruce Pine, NC. Applications will be accepted until 5:00 PM on Friday, February 7, 2025.

The Town of Spruce Pine is an equal opportunity employer.

FINANCE DIRECTOR

General Statement of Duties

Performs difficult professional and administrative work in planning, organizing, and directing the financial activities of the Town.

Distinguishing Features of the Class

An employee in this class plans and directs the disbursement and accounting of revenues and expenditures for the Town. Work involves supervision of the accounting, customer services, collections, billing, purchasing, risk management, tax collections, and payroll operations. In addition, the employee attends meetings of the Town Board to present requested financial reports and information. The employee must exercise considerable independent judgment and initiative in planning and directing 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 financial operations. The employee is not subject to any adverse working conditions. Work is performed under the general 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, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, billing, purchasing, tax collections, risk management, preparation of the payroll and maintenance of payroll and time records, and preparation of monthly, quarterly, and annual reports.

Assists the Town Manager in the preparation of the general operating and capital improvements budgets; works with the Manager in directing the formulation of Town financial policies and in the preparation of the annual budget.

Manages receipt and investment of all Town revenues.

Reviews and monitors ongoing administration of budget; monitors revenues and expenditures.

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

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

Supervises and participates in the maintenance of a general accounting system for the Town including financial records for each department, separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.

Submits to the Town Manager and the Town Board periodic statements of the

financial condition of the Town; prepares budget amendments.

Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.

Oversees the Town's debt service; prepares maturity schedules to project costs of debt; applies for grants; insures proper payment schedules.

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.

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

Considerable knowledge of the principles and practices of automated systems and their use in a municipal environment; skill in the use of spreadsheets for tracking and analysis.

Considerable knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation.

Working knowledge of the laws and regulations relating to personnel management.

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 field of accounting.

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 life support functions of fingering, feeling, talking, hearing, reaching, stooping and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a 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 supervisory experience; or an equivalent combination of education and experience. Prefer Finance Officer Certification.