

DEPUTY FINANCE OFFICER
Town of McAdenville

The Town of McAdenville, a quaint, historic, riverside community just minutes from downtown Charlotte, is seeking applicants for a Deputy Finance Officer position. The Town (pop. 890) operates under a Mayor-Council form of government and is currently staffed with two full-time positions. The current operating budget is \$1,957,100. The Deputy Finance Officer will have the unique opportunity to strategically grow the position to meet the needs of the community and the Town. The position will plan and oversee finance operations including budgeting, grant management, cash management, and accounts payable. The position will function as the backup for utility billing and collections. Duties will include assisting the Town Administrator with the annual budget preparation and maintenance, coordinating the annual audit, grant administration and management, and assist with the development and implementation of financial policies and procedures.

Successful candidates should have knowledge of basic governmental accounting principles, strong administrative skills, ability to perform complex financial transactions, and the ability to communicate effectively with other Town staff, the Town Administrator, and Town Council. The position requires that the successful candidate be proactive, responsive, adaptable, and an excellent problem solver.

Graduation from an accredited community college or university with a degree in accounting, finance or related field and experience working in the accounting or finance field; or an equivalent combination of education and/or experience is required. Preference will be given to candidates with 3-5 years of local government finance or accounting experience. Candidate must have the ability to be individually bonded at the level required by North Carolina General Statutes.

The expected hiring range is \$48,000 to \$55,000, based on relevant experience, accompanied by a competitive benefits package.

Interested candidates should submit a resume and cover letter to: Town of McAdenville, C/O Lesley Dellinger, Town Administrator, P.O. Box 9, McAdenville, NC 28101. Applications will be accepted until the position is filled. EOE

DEPUTY FINANCE OFFICER

GENERAL STATEMENT OF DUTIES

Performs professional accounting functions for the finance operations in the Town.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for a variety of fiscal accounting tasks in support of the recording and reporting of financial transactions for the Town. Work includes performing bank reconciliation; preparing and maintaining journal entries; analyzing revenues, expenditures, and collections; preparing a variety of financial reports and records; reviewing account activity and preparing interpretative and analytical financial reports and statements; preparing budget amendments; assisting the auditors with requests for information; assisting with payroll functions; serve as backup for utility billing and collections; and performing related fiscal duties.

DUTIES AND RESPONSIBILITIES

- Oversees the general accounting system for the Town; maintains separate accounts for items of appropriation in the budget; reviews and monitors ongoing administration of budget; monitors revenues, expenditures, and obligations on accounts; maintains financial records.
- Prepares monthly bank reconciliations for open bank accounts, reviews accounts and monthly statements for accuracy.
- Posts daily transactions, prepares and maintains journal entries, sales tax, deposits, disbursements, and other documents to the general ledger, monitors cash flow.
- Completes and prepares various monthly, quarterly, annual and special reports, tax reports, and other reports required by State and Federal agencies.
- Reviews general ledger to ensure all funds are balanced; monitors budget line items throughout the year to determine any pending overages.
- Researches, compiles and prepares records, spreadsheets, tables, worksheets and notes for preparation of the audit, CAFR, fiscal year end and annual budget.
- Prepares for end of year close-out of accounts; prepares adjusting entries for audit in various funds and line items; closes fiscal year in computer; calculates reserve balances.
- Prepares and maintains a variety of financial and budgetary reports, records, and files.
- Assists in preparation of the annual budget; projects revenues and performs research on spending and trends in previous years; forecasts cost estimates.
- Works with the Town Administrator in directing the formulation of Town financial policies; assists with the development and implementation of financial systems.
- Prepares monthly and annual financial statements and other reports on the fiscal condition of the Town; prepares monthly, quarterly, and annual reports for payroll.
- Serves as back up for the utility billing and collections functions of the Town.
- Attends training and continuing education to maintain knowledge of accounting rules and financial trends.
- Attends monthly Council meetings and presents financial reports.
- Performs special projects or requests for the Town Administrator.
- Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the principles and practices of governmental accounting.
- Thorough knowledge of North Carolina General Statutes and of local ordinances governing financial practices and procedures and regulations governing specific accounting tasks.
- Considerable knowledge of technology and software applications as they related to assigned tasks including the use of various financial package applications and spreadsheets.
- Considerable knowledge of the operations of municipal government including taxation, utility billing and collections, and other sources of revenue.
- Skill in planning and prioritizing work.
- Skill in using computers and accounting, spreadsheet, word processing, and graphics software.
- Skill in collaborative conflict resolution ad customer service excellence.
- Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports.
- Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.
- Ability to establish and maintain working relationships with a variety of people including Town employees and officials, vendors, auditors, and the general public.
- Ability to communicate effectively in oral and written forms with technical accuracy.
- Ability to work both independently and collaboratively.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS

- Must be able to physically perform the basic life operational functions of reaching, pushing, pulling, fingering, grasping, feeling, 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 move objects.
- Must possess the visual acuity to prepare data and statistics, work with accounting process, operator a computer terminal, and do extensive reading.

ACCEPTABLE EDUCATION, EXPERIENCE, AND TRAINING

Graduation from an accredited community college or university with a degree in accounting, finance, or related field and experience working in the accounting or finance field; or an equivalent combination of education and/or experience.

ADDITIONAL REQUIREMENTS

Must be individually bondable at a level required by North Carolina General Statutes.