



## **Job Description**

**JOB TITLE:** Finance Director

**DEPARTMENT:** Administration

**REPORTS TO:** Town Manager

**Salary:** TBD

### **PURPOSE/SUMMARY**

The Town of Princeville is looking to hire a Finance Director. This is a full-time position. The purpose of this role is to perform duties that oversee daily transactions, journal entries, amendments, deposits, disbursements, and other documents to the general ledger; reconciles monthly bank statements, prepares various financial reports, tax reports, and other reports required by the State and other external agencies. Manage investments in Town Trust Fund account.

### **Duties and Responsibilities:**

- Record accounting transactions and complete posting in QuickBooks/Oracle Netsuite necessary for financial statement compilation. Such transactions include but are not limited to cash accounts, payroll, employee benefit accruals, Ad Valorem, and other tax related entries.
- Reconcile and/or adjust significant accounts, including bank reconciliations for cash accounts, to QuickBooks/Oracle Netsuite for the respective accounting period.
- Assist with preparation and supporting documentation for Board Presentation, including monthly Budget to Actual status reports, and detail check/credit card reports.
- Complete budget modifications, as deemed necessary and/or directed by Town Management.
- Prepare and compile annual year-end financial statements, in accordance with State of North Carolina guidelines, as well as support external auditor requests.
- Complete all financial reports according to timelines.

- Assist management with ad hoc reports or special projects, as directed by the Town Manager. Such projects will be unrelated to various disaster recovery projects of the Town deemed in scope in the initial agreement or previous amendments.
- Prepares and monitors budget for the Town.
- Oversees the processing of accounts payable and checks for paying bills and invoices.
- Reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.
- Works closely with the Town Manager in directing the formulation of Town financial policies and in the preparation of the annual budget.
- Processes purchase orders; checks for the appropriate line item and budget authorization; enters encumbrances into budgetary accounting data base; research inquiries regarding purchase orders, requisitions, payments, and other accounting issues.
- Performs various posting, printing, and calculating of accounts for month and year and closing, budget figures, and budget amendments.
- Assist auditors during annual audit of Town financial records.
- Submit monthly financial statements to the Town Manager and Board as directed.
- Coordinate with state and federal agencies on Public Assistance program implementation and documentation, as well as other funding programs (such as Individual Assistance and Hazard Mitigation).
- Monitor awarded grants and coordinates with state and local government entities to disburse funds.
- Periodically audits financial records and reports to endure continued compliance.
- Any other duties as required for this position and as assigned by the Town Manager.

#### **Ability To:**

- **Give a true accounting and faithful performance bond with sufficient sureties. A person may not be appointed as a finance officer if unable to obtain the required bond.**
- Be objective, impartial, plan, direct, and oversee all Town functions.
- Gain cooperation through communication, discussion, professionalism, and persuasion.
- Analyze problems, identify alternative solutions, project consequences and recommendations to the Town Manager.
- Multi-task and remain productive under pressure.
- Manage time wisely while working independently in the absence to supervision.
- Keep the Town Manager abreast of all matters in his/her absence.
- Meet all timeline expectations and reporting.
- Effectively respond to requests and inquiries from staff, public and regulatory agencies.
- Operate modern office equipment (e.g., computers, copy machines, faxes, etc.)

- Establish and maintain cooperative working relationships with those contacted in the course of work, both internal and external.

**Skills/Education:**

Graduation from an accredited college or university with a bachelor's degree, coursework in accounting, finance, or related field, and extensive experience of an increasingly responsible nature in public financial management or equivalent combination of education and experience. Government accounting experience preferred.

Certified Local Government Finance Officer designation or the ability to begin classes upon being hired to obtain certification within six months of employment.

Knowledge of Oracle NetSuite Financial Software

Possession of or ability to obtain, valid North Carolina driver's license within one month of employment.