

FINANCE DIRECTOR

Reports to: Town Manager

FLSA Status: Exempt

Salary Range: Depending on qualifications.

General Statement of Duties

Plans, organizes, and administers the town's finance operations; responsible for maintaining financial and accounting operations to meet legal requirements and to support municipal operations.

Distinguishing Features of the Class

An employee in this class serves as the chief financial officer for the Town of Mayodan. Emphasis of the work is on the exercise of managerial and professional accounting knowledge and abilities required to oversee the financial operations including subsidiary functions for treasury, investments, budget, billing and municipal services, and other accounting divisions and operations. An employee in this class is responsible for preparing financial statements and reports; maintaining cash controls; preparing the payroll; administering personnel and purchasing transactions; and maintaining accounts payable. Work is performed with broad discretion and judgment under the general direction of the Town Manager. Supervision is exercised over Utility Billing/Customer Service Representative. Work is evaluated on the basis of achieving annual performance objectives, accuracy of records, compliance with federal and state laws, and adherence to national Generally Accepted Accounting Principles (GAAP).

The following examples are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Illustrative Examples of Work

- Assigns, directs, and supervises accounting and customer service personnel, ensuring adherence to established policies, procedures, and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise.
- Administers and makes recommendations for routine personnel matters affecting subordinates, including interviewing applicants, hiring, training, appraising, disciplining; preparing and submitting various reports and records as required by management.
- Supervises and establishes daily priorities for the operation of the accounting, revenue collection, utility billing and payroll functions, and activities for the office.
- Ensures the safeguarding of all municipal funds
- Administers and monitors the financial system to ensure that municipal finances are maintained in an accurate and timely manner
- Assists with preparation of the budget and capital improvement plan;
- Establishes and maintains fiscal control policies and cash controls;
- Establishes, maintains, and reconciles the general ledger; monitor cash reserves and investments; prepares and reconciles bank statements
- Establishes broad guidelines to serve as standards of performance for departments; and reviews results through conferences with Department Heads, at staff meetings, and in reports
- Provides professional advice to Town Manager and Department Heads on budgetary and other fiscal matters; ensures all financial regulations are adhered to.

- Prepares budget amendments and capital project budget ordinances; prepares reports for Town Council, Town Manager, and Department Heads and ensures that departments stay within the department budget.
- Prepares varied periodic and special financial and statistical reports
- Assists with Town business insurance including liability coverage, property, auto, employee bonds, etc.; prepares policy applications; reports policy changes and claims; manages the workers' compensation policy audit including payroll and accounts payable.
- Works with Town Clerk on the bi-weekly payroll to ensure that employees are paid in an accurate and timely manner
- Interprets and presents financial and budgetary reports in a variety of public meetings
- Exercises administrative control over the allocation of funds and the rate of expenditures in accordance with the approved budget
- Designs long-term budget models and financial plans
- Oversees the investment of and accounting for all town funds including debt management
- Explains detailed or general fiscal and tax requirements to residents
- Ensures transactions are properly recorded and entered into the computerized accounting system
- Performs related work as assigned

Knowledge, Skills and Abilities

- Extensive knowledge of the principles and practices of accounting and budgeting
- Extensive knowledge of general laws and administrative policies governing municipal financial practices and procedures
- Knowledge of principles and practices for communicating with others, both orally and in writing
- Ability to prepare and present complex and detailed fiscal reports of a budgetary or financial nature to the Town Council, other governing bodies, state and federal agencies, employees, and residents
- Ability to supervise the development and installation of accounting systems and procedures
- Ability to prepare and to interpret financial reports
- Ability to plan, organize, and direct the work of subordinate employees in specialized fields of accounting, payroll administration, statistical reporting, and investments.
- Ability to develop and implement teambuilding skills to achieve harmonious working relationships with subordinates, Department Heads, town staff, governmental officials, and the public
- Ability to maintain strict confidentiality of all employee records.
- Ability to demonstrate good professional and administrative judgment

Minimum Education, Training, and Experience Required to Perform Essential Job Functions

Graduation from an accredited college or university with a Bachelor's degree in accounting, business, finance, public administration, or a related field and extensive work experience in finance administration (preferably in local government) or an equivalent combination of education and experience that produces the required knowledge, skills, and abilities listed above. A Master's degree in the aforementioned fields is preferred. Preference is for those with Certified Local Government Finance Officer or CPA in the State of N.C.

Physical Requirements

Work in this class is described as being sedentary and seldom requires much physical exertion to complete tasks. Work typically involves the ability to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions. Employee regularly operates a variety of machinery and equipment, including telephones, computers, calculators, copiers, scanners, etc. Work necessitates visual acuity to determine the accuracy, neatness, and thoroughness of work assigned in preparing and analyzing figures, accounting, transcription, computer terminal viewing and extensive reading. Working conditions include inside environmental conditions.

Special Requirements

- Notary Public
- N.C. Driver License

March 2023