

FINANCE DIRECTOR

General Statement of Duties

Performs professional level governmental accounting, financial reporting, human resources management, and supervision under the guidance of the Town Administrator.

Distinguishing Features of the Class

An employee in this class is responsible for oversight and maintenance of the Town's general ledger, financial operations, and financial reporting systems. Emphasis of work is on application of Generally Accepted Accounting Principles (GAAP) in order to accurately maintain and report financial records of a local government. This classification also supervises staff members who are responsible for accounts payable, payroll, purchasing, personnel, employee benefits, and records management. Work is performed with a high degree of discretionary judgment, independence and confidentiality. Considerable tact and courtesy are required in frequent public contact, and initiative is exercised in directing and coordinating the activities of the department. The classification is supervisory and is evaluated based on attainment of individual performance objectives, observation, accuracy of work, and satisfactory performance of supervised staff members. Work is performed under general administrative direction of the Town Administrator.

Duties and Responsibilities

Essential Duties and Tasks

- Plans, assigns, and supervises the work of subordinate technical and clerical staff.
- Maintains financial accounting and human resources systems as required and authorized for effective management of fiscal affairs, statutory compliance, and regulatory conformity.
- Prepares periodic and ad hoc budget and financial reports.
- Prepares and posts routine, adjusting, or reversing journal entries to the general ledger.
- Reconciles general ledger accounts on periodic basis to ensure accurate reporting.
- Performs periodic close activities in accounting and subsidiary systems.
- Ensures annual and multi-year funds are properly designed and maintained.
- Ensures timely preparation of state and federal financial and personnel reports.
- Manages treasury function of the town.
- Oversees accounts payable, purchasing, and payroll processing.
- Oversees the work of the Town Clerk.
- Oversees the management of human resources records.
- Oversees coordination with external auditor for annual financial audit and financial statement preparation.
- Assists Town Administrator in preparation and management of annual and multi-year budgets.
- Assists Town Administrator in design of employee benefits.
- Assists Town Administrator in development of financial and personnel policies.
- Advises Town Administrator in design and application of internal controls over financial and human resources matters.
- Resolves inconsistencies or conflicts with departmental directors on human resources, financial or budget matters.

Additional Job Duties

Performs all related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of accounting and auditing for a local government environment.

Thorough knowledge of federal, state, and local government laws and policies concerning the fiscal operations of a local government unit.

Considerable knowledge of the principles of organizational management and administration.

Skill utilizing financial and human resources management systems, Microsoft Office applications, and website management tools.

Skill in collaborative conflict resolution and customer service.

Ability to exercise considerable independent and sound judgment to resolve issues involving financial and personnel issues of the town.

Ability to supervise, organize, and evaluate the work of employees in specialized fields of finance and accounting, human resources and records management.

Ability to work independently, establish work priorities, and meet deadlines.

Ability to communicate effectively, both orally and in writing, with the general public; employees; elected, appointed, and external officials; and other stakeholders.

Ability to successfully establish and maintain working relationships with others.

Ability to operate computers.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, kneeling, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, up to 10 pounds of force frequently and/or constantly.

Must possess the visual acuity to prepare and review written reports and records including mathematical calculations, analyze data and figures; examine and work with maps, charts, and detailed materials, perform visual inspections, operate a computer, and do extensive reading.

Desirable Education and Experience

Minimum requirements:

- Graduation from an accredited college or university with a bachelor's degree in accounting, business, finance, or public administration.
- Five (5) years of progressively responsible experience in finance administration.
- Three (3) years of experience in a supervisory role.
- Or equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the primary job duties.
- Capable of being bonded.

Preference given:

- North Carolina local government finance experience.
- Master's degree in accounting, business, finance, or public administration.
- Certified Public Accountant (CPA) licensure.
- Government Finance Officers designation.

Town of Woodfin
Salary grade: tbd

FLSA Status

Exempt*

* NOT eligible for overtime pay or equivalent compensatory time at 1.5 times the employee's regular weekly rate for all hours worked in excess of 40 hours in the Town's official work week and not the employee's schedule

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within the classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The employer reserves the right to assign or otherwise modify the duties assigned to this classification.