



Job Description

Finance Officer

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The Town of Princeville, NC (pop. 2,184), is seeking a qualified Finance staff for a Grant Funded full-time temporary position with an opportunity to become full time with benefits paid by the Town contingent upon performance. The selected candidate reports to the Town Manager. The Town is seeking to fill 1 position.

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.

LICENSE OR CERTIFICATE:

Certified Local Government Finance Officer designation or the ability to obtain within six months of employment and or Certified Accountant (Preferred)

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

JOB DESCRIPTION: This job a full-time position. Performs 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. Position performs all duties and exercises all powers incumbent upon or invested in Town finances by state law. Work is performed in accordance with the charter, ordinances, and general law, and requires initiative, judgment, and ability to work effectively and independently with the public and other officials.

ESSENTIAL DUTIES:

- Prepares budget; monitors budget for Town;
- Ability to use Quickbooks and ADP;
- Posts or oversees 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 supervisor, State, or another external agency;
- 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;
- Prepares budget amendments and performs fiscal analysis;
- Processes purchase orders; checks for the appropriate line item and budget authorization; enters encumbrances into budgetary accounting data base; researches inquiries regarding purchase orders, requisitions, payments, and other accounting issues;
- Performs various posting, printing, and calculating of accounts for month and year end closing, budget figures, and budget amendments;
- Reviews and verifies time sheets; prepares payroll checks; performs payroll reporting such as FICA, tax withholdings, deferred compensation, retirement, W-2s, etc;
- Analyzes different accounts for estimate of new budget figures, assists with budget preparation and proposes budget amendments;
- Assist auditors during annual audit of Town financial records;
- Follow up on finance findings with recommendations to improve the system;
- Submit monthly financial statements to the Town Manager and Board, as directed;
- Maintains accounts payable records and files.

ABILITY TO:

- 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.
- Proposed actions and implement recommendations in support of goals.
- Interpret and apply Town policies, procedures, rules and regulations.
- Interpret and apply laws, ordinances and regulations.
- To manage time wisely while working independently in the absence to supervision.
- Keep the Town Manager abreast of all matters in his/her absence.
- Prepare a variety of clear and concise written documents, reports and records.
- Meet all timeline expectations and reporting.
- Direct the retention/destruction of official records in accordance with applicable laws and regulations.
- Effectively respond to requests and inquiries from staff and the general public.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate modern office equipment (e.g., computers, copy machines, faxes, etc.).
- Provide information and organize materials in compliance with laws, regulations and policies.
- Communicate clearly and concisely, both orally and written.
- demonstrate career maturity with carrying out directives.
- Establish and maintain cooperative working relationships with those contacted in the course of work, both internal and external.

WORKING CONDITIONS:

Environmental Conditions:

- Very demanding;
- Office environment; exposure to computer screens or other office equipment; public contact.

Physical and Mental Conditions:

- Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.
- Lifting and carrying weight of 10 pounds or less; reaching;
- Extensive use of computer keyboard; near visual acuity for composing reports using a computer, and/or as specified in the job analysis.

SUPERVISION RECEIVED: Work performed under the general supervision of the Town Manager.

SUPERVISION EXERCISED: None.

Job Types: Full-time, Contract

Job Type: Full-time

Pay: \$16.00 - \$22.00 per hour

COVID-19 considerations:

The Town encourages COVID-19 precautionary measures: masks, sanitizer, social distancing.

