



# Finance Director

## Summary of Position:

The Finance Director plans and performs the disbursement and accounting of revenues and expenditures for the Town. Work involves performing the budgetary accounting, general ledger, financial reporting, accounts payable oversight and other fiscal task for the Town. The employee must exercise considerable independent judgement and initiative in performing the fiscal control responsibilities. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

## Key Responsibilities:

- Plans and performs fiscal operations for the town including accounting of municipal funds, financial reporting, journal entries, general ledger maintenance, budgetary accounting, accounts payable, fixed assets, cash investments, and advising the Board and Town Manager on fiscal issues.
- Maintains the general accounting systems for the Town.
- Maintains financial records for each department.
- Maintains separate accounts for items of appropriation in the budget.
- Reviews and monitors ongoing administration of the budget.
- Monitors revenues and expenditures.
- Oversees accounts payable to ensure appropriate coding & approval of invoices.
- Performs a wide variety of financial reporting and monthly, quarterly, and annual close outs and reconciliations.

- Assist auditors during the annual audit and follows up on findings to improve financial systems.
- Assists Town Manager with Budget Preparation.
- Assists departments with purchasing, budget monitoring, and analysis.
- Prepares budget amendments.
- Makes debt service payments and participates in financing strategy research.
- Any other duties assigned by Town Manager.

**Qualifications:**

- Considerable knowledge of General Fund and Enterprise Fund accounting.
- Expertise of public finance to include principals, practices, laws, regulations, and administration of the afore mentioned.
- Considerable knowledge of the application of information technology to financial management and reporting, including use of special financial software packages.
- Considerable knowledge of the Town's budgeting and purchasing policies.
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
- Ability to prepare complex and interpretative financial analyses.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.

**Physical Demands:**

- Must be able to stand and sit for shift duration.
- Ability to lift up to 10 pounds.
- Must possess the visual acuity to prepare and analyze data and figures, to operate a computer; and to determine accuracy, neatness, and thoroughness of the work assigned.

**Desirable Education and Experience:**

- Graduation with a Master's degree in Public Administration or a Bachelor's degree in Accounting or Business, and considerable experience in professional public finance administration; or equivalent combination of education and experience.

**Special Requirements:**

- Ability and willingness to obtain North Carolina Finance Officer certification from the UNC School of Government.
- Possession of a valid North Carolina commercial driver's license.

**Special Note:**

A Town application may be obtained from the Town of Landis website under the Human Resources tab and should be submitted to Human Resources. Applicants may email Town applications to [careers@townoflandisnc.gov](mailto:careers@townoflandisnc.gov), deliver them in person to Town Hall at 312 S. Main Street, or mail them to P.O. Box 8165 Landis NC, 28088.