TOWN OF WILKESBORO

CLASS TITLE: Finance Director
FLSA: Exempt

PURPOSE OF CLASS:

Under general direction, performs responsible professional work in directing the Town's financial management and related operations including the structured functions of accounting, revenue collections, computer systems and data processing, investment management. In addition, assists the Town Manager in research, operations, capital need planning, intergovernmental relations and related issues.

PRIMARY TASKS:

- Plans, organizes, and directs the operations of the Finance Department.
- Oversees disbursement and accounting of municipal funds.
- Oversees billing and collections.
- Oversees payroll preparation and maintenance of payroll and time records.
- Prepares monthly, quarterly, and annual reports to Town Manager, Governing Board, Department Heads, and other external sources.
- Submits requests for reimbursements for federal grants and assists outside agencies/grant administrators with financial records needs.
- Approves invoices and purchase orders as needed or required.
- Serves as final authority for negotiating utility bill payments and discounts prior to complaints being heard by Town Manager.
- Assists Town Mayor, Board, Manager, and citizens with questions and concerns.
- Prepare year-end financial statements for auditor.
- Assists the auditors during the annual audit of Town financial records.
- Follows up on findings to improve financial systems.
- Directs the maintenance of a central accounting system for the Town government and its agencies in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate cost, financial, and statistical data for management purposes, and to meet statutory requirements.
- Maintains separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.
- Administers the Town's debt service program, manages banking relationships, and secures financing sources when needed.
- Submits to the Town Manager periodic statements of the financial condition of the Town.
- Prepares budget amendments and journal entries.
- Manages receipt and investment of all Town revenues and idle funds in accordance with town policies.
- Monitors all Department work and assists with non-routine problems.
- Assists the Town Manager in the preparation of the general operating and capital improvement budgets.
- Reviews departmental budget requests for accuracy and budgetary compliance.
- Works with the Manager in directing the formulation of Town financial policies and in the preparation of the annual budget.
- Reviews budget system and financial conditions and develops methods of improvement.
- Reviews and monitors ongoing administration of budget; monitors revenues and expenditures.
- Coordinates the computer financial and utilities software liaison functions for the Town.
- Communicates problems, needs, and possible improvements to computer software vendors.
- Maintains membership(s) and participates in professional organizations.
- Stays well-informed about finance-related topics.
- Reviews administrative practices and coordinates the need for modification.
- Coordinates activities with other public agencies and governments.
- Performs general administrative duties as required.
- Attends various out of town meetings or schools to keep abreast of the developments in local government administration.
- Coordinates and prepares special research reports regarding special projects in which involved.
- Keeps Town Manager informed of the status pertaining to all work projects and on-going community issues.

- Performs other duties as may be prescribed by the Town Manager.

EQUIPMENT OPERATED:

General office equipment including personal computer, copier, and fax machine

REPORTING RELATIONSHIP:

This position reports to the Town Manager.

WORKING CONDITIONS:

Employee is not subjected to adverse environmental conditions; must be able to physically perform the basic life operation functions of fingering, grasping, talking, hearing, and repetitive motions; must be able to perform sedentary work occasionally exerting 10 pounds of force; must possess the visual acuity to prepare and analyze figures, perform accounting, transcription, operate a computer terminal, and perform extensive reading.

QUALIFICATION OF CLASS:

EDUCATION:

Graduation from an accredited college or university with a degree in finance, accounting, business management, public administration, or related field. CPA or Certified Local Government Finance Officer preferable.

EXPERIENCE:

Considerable financial management experience including financial administrative and supervisory experience, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.
- Knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.
- Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.
- Knowledge of Departmental computer software.
- Knowledge of the principles and practices of public administration.
- Knowledge of state statutes, procedures, and requirements relating to municipal government.
- Knowledge of legal and management principles and requirements surrounding employer-employee relations.
- Excellent communication and organizational skills.
- 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.
- Ability to conduct long-range fiscal planning.
- Ability to be accurate and thorough in the analysis and preparation of financial records and reports.
- Ability to recognize problems, investigate cause, recommend, and implement corrective action.
- Ability to review and analyze current policy, practices, and procedures, identifying problem areas or necessary changes.
- Ability to prepare and present comprehensive oral and written reports.
- Ability to secure and retain the confidence of the Town Board, Town Manager, and the public at large.
- Ability to maintain the confidentiality of all activities and management discussions.

SPECIAL REQUIREMENTS:

Possession of an appropriate valid North Carolina driver's license.

THE TOWN OF WILKESBORO IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER, RELIGION, AGE, OR NON-EMPLOYMENT RELATED DISABILITY IN EMPLOYMENT DECISIONS. IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT, THE TOWN OF WILKESBORO WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES.