



Job Announcement Finance Director

Position: FINANCE DIRECTOR
Department: Finance
Hiring Range: \$51,701.29 - \$73,052.57
Pay Grade: 25
Closing Date: November 13, 2023 at 5:30 pm

Description of Work:

An employee in this class performs professional level fiscal operations and accounting functions for the Town of Snow Hill. Work includes general ledger accounting, budgetary accounting, cost accounting, research, forecasting, spreadsheet development, and financial reporting. The employee must exercise considerable independent and sound judgment and initiative in identifying and resolving issues involving the financial operations of the Town. Work is performed in accordance with established Town finance procedures, standards established by the Governmental Accounting Standards Board, local ordinances and North Carolina General Statutes governing the responsibilities of local government fiscal operations. Work is performed under the general supervision of the Town Manager and is evaluated through annual evaluations, conferences, reports, and reviews of financial work.

Duties and Responsibilities:

- General Accounting
- Purchasing Operations
- Risk Management
- Capital Budget Administration
- Budget Ordinance Amendments
- Thorough knowledge of North Carolina General Statutes and local ordinances governing County financial practices and procedures.
- Thorough knowledge of the principles and practices of public finance administration, including principles and practices of governmental accounting.
- Ability to design and prepare accurate and thorough analytical and interpretative financial statements.
- Ability to successfully establish and maintain effective working relationships with department heads, coworkers, governmental officials, and the public.
- Ability to conduct long range fiscal and program planning.
- Ability to work extended schedules as needed to carry out financial management functions.

- Ability to present information clearly and concisely in both oral and written form
- Ability to exercise sound judgment in analyzing and making decisions involving a variety of financial management areas.

Minimum Training and Experience Requirements:

Graduation from a four-year college or university with a degree in accounting, supplemented with considerable experience in public finance administration, including supervisory experience, or an equivalent combination of education and experience. NC Certified Local Government Finance Officer or CPA certified preferred.

Application Process:

Must submit a completed and signed Town of Snow Hill Application, Cover Letter, and Resume. Town of Snow Hill applications can be obtained in the office at 908 SE Second Street, Snow Hill, NC 28580 or scanned via email to the applicant. Completed applications should provide a complete work history, including a detailed and thorough list of job duties. Incomplete applications will not be processed. To receive consideration, submit a completed application to:

April Vinson

Town Manager

manager@snowhillnc.com

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