

TITLE: Finance Officer	REPORTS TO: Village Manager
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SUMMARY:

The Finance Officer is responsible for all aspects of Village finances and works to ensure day-to-day accounting and fiscal activities are in conformance with generally accepted accounting principles, standards and appropriate laws and regulations governing the responsibilities of local government financial operations. The Finance Officer exercises considerable independent judgement and initiative in planning and directing the fiscal control system and works in partnership with the Village Manager to provide accurate and timely financial information.

QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or Business with increasingly responsible experience in governmental accounting and financial management including supervisory experience; or an equivalent combination of education and experience that provides the required knowledge, skills and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of laws, general statutes, rules, and regulations governing specific governmental accounting tasks;
- Considerable knowledge of fiscal control and financial management procedures and business operations;
- Considerable knowledge of accounting and reporting software;
- Ability to compile, evaluate, and reconcile a variety of accounting records and reports as well as the ability to make arithmetic computations accurately and with reasonable speed;
- Ability to establish and maintain effective working relationships with Village staff, direct reports, Village administration, elected officials and the public representing diverse backgrounds
- Ability to communicate effectively in oral and written forms; and
- Ability to multitask and manage multiple and simultaneous priorities.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

1. Ensures that the Village complies with all relevant North Carolina Local Government finance laws.
2. Supervises, analyzes and makes recommendations on all financial functions of the Village to include general accounting, payroll, accounts payable, accounts receivable, fixed assets, investments, tax collection, capital projects, cash management and related functions.
3. Supervises finance staff to ensure efficient and consistent operations.
4. Controls expenditures and reviews all disbursements for validity and proper budget categorization.
5. Supervises debt management and determines annual debt service requirements.
6. Manages the Village's bank relationships and makes recommendations on investing funds.
7. Responsible for sound budget preparation and execution.
8. Prepares monthly treasury reports for Council and attends Council meetings, as needed.
9. Collects, prepares and distributes requested information to the auditor conducting the annual financial statement audit; follows up on findings to improve financial systems.
10. Prepares required financial reports due to state governmental agencies.
11. Maintains understanding of the functions of Village boards, the Village office and each employee's position.
12. Manages the Village's general liability and workers compensation insurance policies; manages benefits and related insurance records and develops suggestions for employee benefit package.
13. Monitors monthly payroll filings and annual payroll returns including federal W-2 forms, 1099's, and IRS form 940.
14. Performs other duties as assigned.

PHYSICAL REQUIREMENTS:

Must be able to physically perform the basic life operational functions of standing, walking, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or

a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Must possess the visual acuity to prepare figures and data, operate a computer, proof work, and do extensive reading.