

Finance Director Town of White Lake

The Finance Director oversees budgeting and accounting operations for the town. The Finance Director touches all departments, and because of this broad scope of responsibility, the Finance Director often reports directly to the Town Administrator. The Finance Director consistently updates revenue and expense data and modifies projections as appropriate. The Town Administrator relies on the Finance Director to ensure that the Town will have enough money throughout the year to keep up with planned expenses.

Essential Duties and Responsibilities:

- Oversees appropriate disbursement and accounting of municipal funds, journal entry, fixed assets, accounting, reconciliation of bank statements, and preparation of monthly, quarterly, and annual financial reports; oversees payroll and accounts payable functions.
- Assists the Town Administrator in preparation of the Town's operating budget; projects revenues and spending, maintaining records and disbursements; provides information to the Administrator and Board on a variety of financial issues.
- Attends Board meetings when needed.
- Prepares Finance Department budget.
- Monitors budget during the year and prepares budget amendments.
- Oversees the collection of revenues by the town, ensuring proper tracking of funds.
- Prepares a variety of reports including Local Government Commission reports, annual sales tax, utility, other tax, and expenditure reports to the State.
- Requests reimbursements for grants and loans.
- Performs budgetary accounting and general ledger preparation and maintenance.
- Provides information and assistance to the Administrator, staff, and elected officials regarding financial reporting and budgeting.
- Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems.
- Submits periodic statements on the financial condition of the Town to the Board.

Minimum Knowledge, Skills and Abilities:

- Graduation from a four-year college or university with a degree in accounting or business, and considerable experience in public finance administration; or an equivalent combination of education and experience.
- Certified Public Accountant (CPA) certification preferred.
- Considerable knowledge of the organization and functions of municipal government.
- Considerable knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.
- Considerable knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.
- Knowledge of the laws and regulations affecting the maintenance of financial records and the payroll, accounts payable, budget, and maintenance of the general ledger.
- General knowledge of automated accounting and related systems and ability to work with Town staff in handling duties in an automated environment.
- Accuracy and thoroughness in the analysis and preparation of financial records.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
- Ability to supervise, organize, and evaluate the work of financial staff. Ability to conduct long range fiscal planning.

- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
- 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.

Salary Grade 23: Excellent benefits. Applications are available online at ww.whitelakenc.org, Indeed or at the Town of White Lake Municipal Building. Applications will be considered as received. If an applicant applies on Indeed, they must go to the Town of White Lake website and fill out an application as well before being considered for an interview. Position is open until filled. No phone calls please. The Town of White Lake is an Equal Opportunity Employer.