

## FINANCE DIRECTOR

### General Statement of Duties

Performs complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the Village.

### Distinguishing Features of the Class

An employee in this class plans and directs the disbursement and accounting of revenues and expenditures for the Village. Work involves supervision and participation in accounting, customer services, payroll, accounts payable and receivable, and purchasing operations for the Village. The employee performs risk management, budgetary accounting and provides a strong role in assisting the Village Manager with operating and capital budgeting and budget administration. In addition, the employee attends meetings of the Village Council to present requested financial reports and information. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government financial operations. The employee is not subject to any adverse working conditions. Work is performed under the general direction of the Village Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

### Duties and Responsibilities

#### Essential Duties and Tasks

Plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, customer services, billing, collections, and preparation of monthly, quarterly, and annual reports.

Hires, trains, provides performance coaching and evaluation, motivates, communicates and leads employees in creating a high performance team.

Assists the Village Manager in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formulation of Village financial policies and in the preparation and administration of the annual budgets.

Manages receipt and investment of all Village revenues.

Reviews and monitors ongoing administration of budget; monitors revenues and expenditures.

Reviews budget system and financial conditions and develops methods of improvement.

Assists the auditors during the annual audit of Village financial records; follows up on findings to improve financial systems.

Supervises and participates in the maintenance of a general accounting systems for the Village including financial records for each department, 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.

Submits to the Village Manager and the Village Council monthly statements of the financial condition of the Village; prepares budget amendments and makes presentations to the Village Council on the financial status of the Village.

Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.

Performs and coordinates the Village's purchasing and risk management programs in property, casualty, and liability areas.

Oversees the Village's debt service; prepares maturity schedules to project costs of debt;

applies for grants; insures proper payment schedules; performs investments and fixed assets.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment; skill in the use of spreadsheets for tracking and analysis.

Thorough knowledge of the Village=s personnel, purchasing, and budgeting policies and procedures.

Knowledge of risk management principles and practices.

Knowledge of modern and effective supervisory principles and practices including motivation, communication, leadership, performance coaching and evaluation.

Skill in collaborative conflict resolution, internal and external customer service excellence, and team building.

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

Ability to plan, organize, direct, and evaluate the work of subordinate employees in the specialized field of accounting.

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 Village employees.

Ability to conduct long range fiscal planning.

Ability to communicate ideas in a clear and articulate fashion one on one and in presentations.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

Must be able to physically perform the life support functions of fingering, feeling, talking, hearing, reaching, stooping 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 and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Desirable Education and Experience

Graduation from a college or university with a Bachelor=s degree in accounting or business and considerable experience in public finance administration including some supervisory experience; or an equivalent combination of education and experience.

Special Requirement

Possession of Finance Officer Certification from the NC School of Government.  
Prefer licensing as a CPA.

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