

# COME WORK IN PARADISE!



The Village of Bald Head Island is seeking a highly qualified individual for our newly approved Financial Analyst (Deputy Finance Director) position.

This person will perform analytical, administrative, and fiscal control work including general ledger accounting, budgetary accounting, financial research, revenue forecasting, and financial reporting.

Starting Salary is commensurate with experience and education: \$68,530 – \$85,663.



## About Bald Head Island:

Bald Head Island is a unique barrier island located in Brunswick County, North Carolina with a full-time population of approximately 300 residents that grows to over 10,000 during vacation season. The Village provides numerous services to its residents and visitors through its departments including Public Safety, Public Works, Utilities, Development Services, Contractor Services, Island Package Center and Post Office, Shoreline Protection, and Administration. The Finance Department provides financial information and guidance to the Village Council Members and the Village Manager. We believe in good governance, and sound fiscal management to support the public needs and expectations of our community. We are responsible for budget reporting, grants management, investments and debt, cash collections, accounts payable and more. Currently, the Finance Department manages an overall budget amount of approximately \$23 million including a General Fund, Utility Fund, Stormwater Management Fund, and numerous Capital Project Funds.

[VILLAGEBHI.ORG/EMPLOYMENT](http://VILLAGEBHI.ORG/EMPLOYMENT)

# Benefits

The Village offers a competitive benefits package including:

**Paid  
Vacation  
Leave**

**Paid  
Sick  
Leave**

**14  
Paid  
Holidays**

**Health  
Insurance**

**Vision  
Insurance**

**Dental  
Insurance**

**Local  
Government  
Retirement  
Plan**

**5% 401K  
Employer  
Contribution**

**Tuition  
Assistance**

**Village Paid  
Ferry  
Transportation**

**Village  
Paid  
Parking**

**Potential  
Annual  
COLA and  
Merit  
Increases**

**Longevity  
Check**

**5% Salary  
increase after  
probation  
period**

**Training  
Opportunities**



# FINANCIAL ANALYST (DEPUTY FINANCE DIRECTOR)

Anticipated Hiring Salary Range: \$68,530 - \$85,663

## GENERAL STATEMENT OF DUTIES

Performs complex professional work involving accounting, fiscal analysis and research, budget preparation and development, and a variety of complex financial work in support of the Finance Department.

## DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs analytical, administrative and fiscal control work for the Finance Department. Work includes general ledger accounting, budgetary accounting, financial research, revenue forecasting, and financial reporting. The employee provides professional financial support in budget preparation and analysis, annual audit, revenue collection, investments and cash management, fixed asset management, accounting controls, and other financial and accounting functions. Work involves overseeing utility billing staff, liability claims, debt collection efforts, and capital improvement plan management. The employee must exercise considerable independent judgment and initiative in identifying and resolving the daily problems and activities of the fiscal control system. Work is performed in accordance with established professional standards, government financial procedures and North Carolina General Statutes governing responsibilities of government fiscal operations. Work is performed under the general supervision of the Finance Director, and is evaluated through conferences, review of financial reports, and an independent audit of financial records.

## DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position – see full job description for more information.

- Prepares and maintains special financial analyses of the Villages Financial Positioning Plan, as well as other various projects and reports.
- Analyzes and reconciles general ledger accounts; prepares and maintains journal entries; monitors cash flows; reconciles bank accounts and monthly cash collections; prepares weekly, monthly, and annual year-end entries to close out fiscal year.
- Prepares revenue and expenditure projections; assists departments with budget transfers and budget monitoring; enters budget amendments and updates.
- Participates in the annual year end audit; assists the auditors and obtains necessary financial data; prepares required documentation; assists in preparation of the Annual Financial Report (CAFR) including performing research and preparation of reports, spreadsheets, graphs and charts.
- Administers the fixed asset management inventory; maintains a file of fixed assets; sells retired equipment; ensures adherence to and implementation of applicable Federal and State laws as well as Village policies and procedures for acquisition, maintenance, retention, and disposal of fixed assets and associated records.
- Coordinates FEMA reimbursement process; prepares and maintains project documents, timesheets, and required supporting documentation; monitors progress of reimbursement process; responds to requests for information; troubleshoots documentation issues.
- Performs property and liability insurance management; processes and files claims; reviews insurance contracts and participates in the renewal process; recommends policies relating to loss prevention and insurance coverage.
- Assists with the investment of Village revenues; researches investment instruments.
- Manages the Village Capital Improvement Plan; compiles capital requests, purchases, and schedules; prepares reports; manages schedule and financing strategy to accomplish necessary public
- improvements and meet infrastructure needs; prepares and maintains capital project tracking and spreadsheets.
- Performs and maintains adequate accounting records to document compliance with local, State and Federal laws and ordinances; performs and ensures compliance with necessary reporting requirements including Powell Bill, LGC, etc.
- Serves as Deputy Finance Director and in the absence of the Director, supervises daily operations of the Finance Department. in the absence of the Director.
- Performs related duties as required.



## **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 governmental accounting.
- Considerable knowledge of the application of information technology to the work including specialized financial packages, spreadsheets, and databases.
- Considerable knowledge of the operations of municipal government including utility billing and collections, and other sources of revenue.
- Considerable knowledge of modern and effective supervisory practices and principles including motivation, communication, leadership, and performance coaching.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.
- Skill in collaborative conflict resolution and internal and external customer service excellence.
- Ability to maintain established accounting and control standards for municipal government.
- Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms and records.
- Ability to prepare analytical and interpretive financial reports, statements, and records.
- Ability to communicate effectively in oral and written forms.
- Ability to set and follow effective work priorities, meet deadlines, and multi-task.
- Ability to establish and maintain effective working relationships with the public, department heads, government officials, supervisor, and other employees.

## **PHYSICAL REQUIREMENTS**

- Must be able to physically perform the basic life operational functions of fingering, grasping, talking, hearing, and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting functions, operate a computer terminal, and do extensive reading.

## **DESIRABLE EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's degree in accounting or business administration and professional experience in accounting, preferably in the public sector; or an equivalent combination of education and experience.

## **SPECIAL REQUIREMENTS**

Prefer CPA or Local Government Finance Officer certification from the School of Government. Must be able to be bonded.

