

## **Town of Landis Finance Officer**

Posting date: July 1, 2019  
Closing date: August 30, 2019

### **General Statement of Duties**

The Town of Landis, North Carolina seeks a full-time qualified professional to fill the position of Finance Officer. The Finance Officer directs and oversees the Town's financial management operations and 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 as outlined in the Local Government Budget and Fiscal Control Act.

### **Duties and Responsibilities**

Plans, organizes, and directs all Town financial operations, including disbursement and accounting of municipal funds, billing, and preparation of monthly, quarterly, and annual reports.

Serves as a member of the team, along with the Town 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 Town Manager in directing the formulation of Town financial policies and in the preparation of the annual budget.

Manages receipt and investment of Town 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 Town financial records; follows up on findings to improve financial systems.

Maintains a general accounting system for the Town; oversees maintenance of financial records for each department; maintains 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 Town Manager and the Town Board periodic statements of the financial condition of the Town.

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

Manages the Town's capital spending including making recommendations to the Town Manager and the Town Board regarding issuance of debt and manage the process when the Town Board determines debt should be issued for a specific project.

Recommends for approval budget amendments and transfers. Performs other 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 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.

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

Intermediate or advanced knowledge of Microsoft Excel.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental managers, governmental officials, and with other Town employees.

Ability to conduct long range fiscal planning.

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

**Desirable Education and Experience:**

Any combination of education and experience that would likely provide the required knowledge and abilities will be considered.

Management prefers associate's degree or higher with coursework in finance and accounting from an accredited college, training/certification in local government finance from the NC Local Government Commission, UNC School of Government, Government Finance Officers Association (GFOA), NC Local Government Budget Association (NCLGBA), and/or experience in municipal or county finance.

This position reports directly to the Town Manager and is salaried/exempt under the Fair Labor Standards Act.

Salary based on experience and qualifications. Excellent benefits package. Applicant must pass a comprehensive background check and be bondable.

**Interested parties should submit a resume, salary history, and three professional references via email to [jobs@townoflandis.com](mailto:jobs@townoflandis.com)**

**Special Considerations:**

Town personnel policy prohibits the employment of any person who is an immediate family member of individuals holding the following positions: Mayor, Town Aldermen, Town Manager, Finance Officer, or Town Attorney.