

**TOWN OF WILSON'S MILLS
JOB DESCRIPTION FOR**

FINANCE OFFICER

GENERAL STATEMENT OF DUTIES

The Finance Officer performs complex professional and administrative work in planning, organizing, supervising, and managing all financial activities under the direction of the Town Administrator.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a wide variety of responsible administrative and fiscal work. This role is responsible for the general ledger maintenance, payroll, accounts payable and receivable, bank reconciliation and analysis, financial reporting, grant accounting, assisting with annual audits, and participating in budget development and administration. This employee must utilize independent judgement and initiative in decision making, team building, problem-solving, and provide guidance and recommendations to the Town Administrator. Work is performed in accordance with established municipal finance procedures, local ordinances, and North Carolina General Statues governing the responsibilities of local government accountants. Work is performed under the general supervision of the Town Administrator and is evaluated through conferences, reports, analysis of program accomplishments, files, feedback from other departments, and by an independent audit of financial records.

DUTIES & RESPONSIBILITIES

ESSENTIAL DUTIES AND TASKS

- Plans, organizes, and directs the operations of the Finance Department including disbursements and accounting of municipal funds, billing, purchasing, payroll, grant administration, and preparation of monthly, quarterly, and annual reports.
- Assists the Town Administrator in preparation of the general operating and capital improvement budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; projects revenues and performs historical research on spending and trends in previous years; forecast capital and financing schedules and cost estimates.
- Assists the Town Administrator in directing the town financial policies, in the preparation of the annual budget, and in ensuring the satisfaction of all legal requirements in a manner consistent with established and accepted municipal accounting principles and practices.
- Oversees and prepares monthly, quarterly, and annual financial statements and reports on the fiscal condition of the Town to include cost reports and statements of receipts and expenditures.
- Provides assistance and works with external auditors in conducting annual independent audits and related reports.
- Directs and maintains the general accounting system for the Town; maintains financial records; maintains separate accounts for items of appropriation in the budget; monitors expenditures and obligations on accounts; manages receipt and investment on all Town revenues.

- Monitors grant agreements for financial and award compliance; oversees all grant-related financial tasks, including uploading and maintaining required documentation, processing invoices, and submitting timely reimbursement requests.
- Ensures bills are paid promptly, tracks expenditures against grant budgets, and maintains accurate, audit-ready records.
- Coordinates with staff and external partners to gather necessary documentation, resolve discrepancies, and ensure compliance with all grant and funding requirements.
- Assists the Town Administrator with creating any capital project budgets and tracks all revenue and expenditures.
- Performs a variety of bookkeeping functions including posting daily transactions, journal entries, amendments, deposits, disbursements, and other documents to the general ledger.
- Works closely with the Town Administrator to review financial trends, identify necessary budget amendments, and provide guidance on funding impacts; prepares accurate and compliant budget amendment ordinances based on those consultations.
- Performs a variety of payroll tasks including generating payroll; maintaining database of employee information; coordinating direct deposit for staff; maintaining leave balances; preparing a wide variety of payroll records and reports; and other related activities.

ADDITIONAL JOB DUTIES

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of North Carolina General Statutes and of local ordinances governing municipal financial and budgeting practices and procedures, purchasing of materials, supplies and equipment.
- Considerable knowledge of the principles and practices of public finance and budget administration, including principles and practices of municipal accounting.
- Considerable knowledge of the Town's administrative, accounting, budgeting, payroll and purchasing policies and procedures.
- Knowledge of financial technology and spreadsheets for analysis as well as knowledge of payroll laws.
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
- Ability to accurately and thoroughly analyze data and statistics and prepare analytical or interpretative financial statements, records and reports.
- Ability to conduct long range fiscal planning.
- Ability to establish and maintain effective working relationships with the public, auditors, vendors, department heads, government officials, and with other Town employees.
- Ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS

Work is performed within an office environment, primarily behind a desk and is sedentary. Travel is often required to attend late afternoon and evening meetings, trainings, events, and other business activities.

- Must be able to physically perform the basic life functions of standing, walking, grasping, typing, feeling, talking, seeing, 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 move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer, conduct extensive reading, and perform visual inspections.

DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's degree in accounting, finance, business, public administration, or a related field and five (5) years of progressively responsible public finance experience; or an equivalent combination of education and experience to successfully perform the essential duties of the job such as those listed above.

SPECIAL REQUIREMENT

- Possession of a valid North Carolina Driver's License
- Possession of the Local Government Finance Officer certification is a plus.
- Possession of the Certified Public Accountant (CPA) license is a plus.

SALARY GRADE: 21

\$65,999.94 - \$99,164.90 Annually

FLSA STATUS: EXEMPT