

**FINANCE DIRECTOR  
Town of Mount Olive**

**General Statement of Duties**

Performs complex professional and responsible managerial and administrative work in planning, organizing, and executing the financial activities of the Town of Mount Olive.

**Distinguishing Features of the Class**

An employee in this class plans and administers the systems and processes for the receiving, disbursing, and accounting of revenues and expenditures for the town. Work involves supervision of the budget, accounting, collections, billing, purchasing, risk management, cash investments. Additional responsibilities include supervision of the water meter reading and utility billing and collections functions. Fiscal work includes supervising and participating in the preparation and analysis of financial reports, investment of funds, and forecasting and posting of revenues. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established town finance procedures, local ordinances, North Carolina General Statutes and Governmental Accounting Standards Board (GASB) pronouncements governing the responsibilities of local government fiscal operations. The Finance Director reports to the Town Manager and is evaluated through conferences, reports, annual evaluations and an independent audit of financial records.

**Duties and Responsibilities**

**Essential Duties and Tasks**

- Plans, organizes, and supervises the operations of the Finance Department, including disbursement and accounting of town funds and preparation of monthly, quarterly and annual reports.
- Supervises a staff of technicians and professionals as well as utility maintenance employees; Assists the Town Manager with a variety of tasks in projecting, developing, and working with the annual budget process.
- Coordinates with the town Manager in the development of the annual budget; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formation of town financial policies and in the final preparation of the budget.
- Determines revenue projections based on expected expenditures and projected revenues.
- Supervises or participates in the preparation of a variety of fiscal and related accounting reports and records and files with appropriate governmental agencies, boards, or commissions.
- Coordinates the preparation of the Comprehensive Annual Financial Report; researches data and prepares letter of transmittal, Management Discussion and Analysis (MD&A), and statistical sections of the CAFR. Assists auditor in preparing the financial notes.
- Manages the receipt and investment of all revenues; directs and supervises debt management; determines the amount of money required for debt service and secures financing; ensures that investment of idle funds comply with North Carolina General Statutes governing investments and that transfers are made in a timely manner.
- Reviews and monitors on-going administration of budget, accounting and billing processes; reviews budget systems and develops methods for improvement.
- Assists the auditors during the annual audit of the town financial records; reviews audit findings and follows up on findings to improve financial systems.
- Submits periodic statements of the financial condition of the town to the Manager and town board; reviews each department's revenue and expenditure reports and analyzes actions, discusses actions and documents rationale and justification for actions; requests additional funds and transfers from the board.

**Additional Job Duties**

Attends a variety of meetings related to fiscal matters.  
Performs related duties as required.

**Recruitment and Selection Guidelines**

**Knowledge, Skills, and Abilities**

- Extensive knowledge of the principles and practices of public finance administration including governmental accounting.
- Extensive knowledge of the fiscal policies and statutory requirements governing city funds including city ordinances, Governmental Accounting Standards Board (GASB) pronouncements and North Carolina General Statutes.
- Extensive knowledge of the City administrative, accounting, budgeting, purchasing policies and procedures.
- Thorough knowledge of the organization and functions of city government and the financial issues that impact them.
- Considerable knowledge of modern supervisory principles and practices.
- Ability to supervise, organize and evaluate the work of employees in the specialized field of accounting and related financial operations in an automated environment. Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms and records.
- Ability to design and prepare analytical and interpretative financial statements.
- Ability to establish and maintain effective working relationships with governmental officials, managers, employees, auditors and the general public.
- Ability to conduct long range fiscal planning.
- Ability to accurately and thoroughly analyze data and prepare financial records and reports.

**Physical Requirements**

The work is generally performed in an office environment. Typically, the employee may sit to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work. The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences or commercial vehicles. Use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals are minimally required.

**Minimum Education and Experience**

Bachelor's Degree in accounting, 5 or more years related work experience, and 3 years' supervisory experience; or an equivalent combination of education and experience.

**Special Requirements**

CPA and local government work experience preferred.

Please send a resume and cover letter to attn.: Town Manager Jammie Royall at P.O. Box 939, Mount Olive, NC 28365 or via email to [j\\_royall@townofmountolivenc.com](mailto:j_royall@townofmountolivenc.com)

The last day to apply is February 1, 2021.

The Town of Mount Olive is an Equal Opportunity Employer. Applications will be considered for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran status, or any other legally protected status.