

# DEPUTY FINANCE DIRECTOR

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Position Code: 3501

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 361

Location: Finance

Approval Date: 2019

## **General Statement of Duties**

Performs complex professional and difficult administrative work in planning and organizing the financial activities of the Town.

## **Distinguishing Features of the Class**

An employee in this class exercises considerable initiative with wide latitude for independent judgment and is expected to resolve problems of a professional and technical nature. Work involves supervision of the accounting, accounts payable, payroll operations, utility billing and cemetery administration. Work is performed in accordance with generally accepted accounting principles, established municipal procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government accountants. Work is performed under the direction of the Finance Director.

## **Duties and Responsibilities**

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.

Performs accounting, financial reporting and analysis.

Structures, plans and coordinates specific financial projects.

Performs fiscal analysis, trend analysis, financial reporting, and related financial management tasks.

Reconciles subsidiary ledgers to the general ledger.

Prepares journal entries and posts to general ledger.

Assists the auditors during the annual audit of Town financial records; assists Financial Director with draft of Comprehensive Annual Financial Report and follows up on findings to improve financial systems.

Prepares a wide variety of financial reports requiring various analyses.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

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

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

Considerable knowledge of supervision including motivation, communication, leadership, performance coaching and evaluation.

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

Ability to design and prepare analytical or interpretative financial statements.

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

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

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of fingering, feeling, 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 processes, operate a computer terminal, and do extensive reading.

### **Minimum Education and Experience**

Bachelor's Degree in accounting or business from an accredited college or university and five to seven years of experience in public finance administration; or an equivalent combination of education and experience.

### **Special Requirements**

Certified Public Accountant