

CRAMERTON FINANCE DIRECTOR

GENERAL STATEMENT OF DUTIES: Performs professional and responsible managerial and administrative work in planning, organizing, and executing the financial activities of the Town. Supervises activities of the Office Technician and the non-Town Clerk functions of the Town Clerk/Accounting Technician position.

DISTINGUISHING FEATURES OF POSITION CLASS: Under the general supervision of the Town Manager, this employee is responsible for the day to day financial and general administrative functions of the Town in particular required reporting of financial condition.

ESSENTIAL FUNCTIONS:

- Keeps financial accounts in accordance with Generally Accepted Accounting Principles and the rules of the Local Government Commission.
- Supervises the receipt and daily deposit of funds. Supervise the investment of idle funds in accordance with G.S. 159-30.
- Disburses funds for the Town in accordance with G.S. 159-25, the Budget Ordinance or Project Ordinance and pre-audit obligations as also required in G.S. 159-25.
- Maintains records concerning debt and other obligations of the Town, determining funds required for debt service or payments for each fiscal year.
- Maintains records concerning fixed assets, contracts, insurance, long-term debt and other obligations.
- Assists with banking relationship and general insurance providers.
- Develops non-recurring journal entries, assists Office Technician with posting entries to the general ledger. Develops and posts budget amendments.
- Reviews and approves monthly bank reconciliations as prepared by Office Technician.
- Prepares and files with the Board of Commissioners as often as directed statements of cash position, revenues, expenses and statement of financial condition. Provides analysis and any additional reports as requested.
- Prepares financial reports as required by the Local Government Commission and other agencies.
- Responsible for deposits and disbursements and reporting of Powell Bill Fund, Confidential Fund and other capital project fund accounts.
- Assists the Budget Officer in preparation and execution of the Town's annual budget.
- Assists the independent auditor with the annual audit of accounts and preparation of financial statements.
- Periodically performs internal audits to insure proper internal control over accounting functions.
- Approves wire transfers and electronic transaction initiated for payroll and other matters.
- Reviews bank accounts for proper collateralization, submits bi-annual reports to State Treasurer.
- Prepares invoices for reimbursements of expenses as necessary.
- Maintains escheats and collection records. Submits information to the NC Debt Set-Off Program and State Treasurer.

Finance Director (continued)

- Provides analysis and projections of financial condition as requested by the Town Manager and the Board of Commissioners.
- Periodically reviews and updates fiscal procedures policies.

Supervise Accounts Payable Functions:

- Reviews requisitions and verifies funding availability for requisitions and check requests, obtains approval from Town Manager for amounts over \$1,000.00.
- Prepares and approves purchase orders by signing pre-audit certification [G.S. 159-28(a)].
- Reviews vendor payments documentation and check as prepared by office technician, signs checks and forwards all documentation to Town Manager for review and second signature.
- Monitors Town credit card activity and petty cash.
- Monitors vendor's files to ensure appropriate W-9 reporting.

Supervise Payroll Functions:

- Oversees payroll functions; reviews and approves preliminary bi-weekly payroll register, monitors changes to employee master-file including calculation of employee raises and amounts due for separated employees and Law Enforcement Separation Allowance.
- Reviews payroll for reasonableness, authorizes direct deposit and signs paper checks (first signature).
- Reviews quarterly payroll reports such as 941, ESC NCUI 101 and State NC-5 tax reports as prepared by office technician. Review W-2 forms and files with appropriate agencies.

Supervise Human Resources Functions:

- Serves as member of personnel committee and helps with development and changes to policies.
- Responsible for recruitment, interviewing, hiring and termination of subordinate staff.
- Periodically reviews personnel files and personnel policy.
- Works with insurance brokers, obtains quotes for coverage and prepares analysis for Board of Commissioners.
- Prepares Worker Compensation Records and claims documents, annual renewal applications and audit information.
- Monitor Local Government Retirement records, 401(k) records; review monthly retirement reports and payments.
- Maintains personnel record files; employee roster; assist employees with benefit inquiries and assists with annual benefit renewal analysis.

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Other:

- Assist with office tasks, answers telephone and other duties as assigned by manager.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves light work requiring the employee to exert in excess of 20 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include climbing, fingering, grasping, feeling, talking, hearing, and repetitive motion. Sufficient visual acuity is required to prepare and analyze data and figures; performs functions related to accounting, transcription and extensive reading, use of measuring devices, and use of computer terminal. An employee in this position will not be exposed to adverse environmental conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the fiscal and operational policies of municipal government. Considerable knowledge of the practices of generally accepted accounting principles and governmental budgeting. Ability to interpret and apply Federal, State, and Local fiscal regulations; ability to analyze financial problems and to correct accounting errors. Ability to make complex journal adjustments to the accounting system. Ability to prepare interpretive or analytical financial statements and reports. Ability to establish effective working relationships with subordinate personnel, agency officials, elected officials, and the general public. Ability to supervise and evaluate the work of subordinate staff.

ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING: Education requires Bachelor's degree in business or public administration, accounting, finance or related field and five years of progressively responsible experience in local, state or federal governmental accounting or corporate administration; or an equivalent combination of experience and education which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid North Carolina Driver's License. Must be individually bondable at a level required by General State Statutes.

FAIR LABOR STANDARDS ACT CLASSIFICATION: EXECUTIVE EXEMPT