**FINANCE DIRECTOR**

 The Town of Columbus Finance Director works as part of a dynamic and ambitious team of Town Employees to maintain the quality of life in Columbus.

**GENERAL DEFINITION OF WORK:**

* Performs difficult professional and administrative work planning, organizing and directing the financial activities of the Town; does related work as required.  Work is performed under the general supervision of the Town Manager.  Supervision is exercised over departmental staff.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

* Planning, directing, coordinating and supervising the operations of the Finance Department; preparing and enforcing the budget ordinance; ensuring that all regulations and procedures are followed; maintaining appropriate records and files.
* Plans, organizes and supervises the operations of the Finance Department; maintains the Town’s accounting records showing, in detail, the assets, liabilities, equities, revenues and expenditures in accordance with generally accepted principles of governmental accounting and the rules and regulations of the Council.
* Coordinates with the Town Manager the development of the annual general operating budget to include the final preparation of the budget.
* Coordinates financial activities for capital and special projects for the Town including reporting to the Council and handling contracts with architects, engineers and contractors on activities; approves construction requests for payment.
* Preparation of monthly budget amendments submitted to the Town Council.
* Posts budget amendments to the accounting system as adopted by the Town Council.
* Maintains the Town’s fixed asset system and prepares necessary reports for financial statements and various reports throughout the year.
* Reviews central depository accounts monthly and makes transfers as needed.
* Performs audits monthly on petty cash, random checks and random cash receipts verifications in departments.
* Maintains records concerning bonded debt and other obligations of the Town and determines the amount of money that will be required for debt service or the payment of other obligations during each fiscal year.
* Supervises the investment of idle funds.
* Prepares and submits annual reports
* Assigns and/or performs all schedules in preparation for the annual audit and preparation of financial statements.
* Develops, recommends and implements policies and procedures of a financial nature.
* Attends all Council meetings, presenting all matters of a financial nature.
* Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Thorough knowledge of North Carolina General Statutes and of local ordinances governing Considerable knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.
* Considerable knowledge of utilities financial requirements.
* Considerable knowledge of principles and practices of public finance administration, including principles and practices of governmental accounting.
* Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
* Ability to establish and maintain effective working relationships with department heads, governmental and utilities officials, elected officials, other employees, and the public.
* Ability to communicate effectively in oral and in written forms.
* 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 standing, walking, fingering, talking, 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 objects.
* Must possess the visual acuity to prepare and analyze data and figures, perform accounting duties, operate a computer, and do extensive reading.

**DESIRABLE EDUCATION AND EXPERIENCE:**

* Graduation from a four-year college or university with a degree in business or accounting and considerable experience in public finance administration with additional utilities finance accounting experience preferred, or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

* Must be bondable; prefer Certified Local Government Finance Officer certification or CPA.

**COMPENSATION AND BENEFITS:**

* $75,000.00 - $92,000.00 Annually