The Gateway to Lake Tillery

**Finance Officer**

Date Open: 06/09/2022

Close Date: Until Position is Filled

**OVERVIEW**

The Town of Norwood is an up and growing community with more miles of shoreline on Lake Tillery than any other municipality in Stanly County. We enjoy a high quality of living with great school systems, low taxes and good amenities. We are less than one-half hour from Morrow Mountain, Uwharrie Trails, and other great recreational spots.

**FUNCTION**

Seeking to fill a vacant finance officer full-time position. Position salary range is $46,000-$61,000 depending on experience and qualifications.

Position hours: Monday through Friday 9:00 am – 5:00 pm.

**DUTIES**

The finance officer will administer the town’s finances and preform complex professional and administrative work in planning, organizing, reporting, and directing all municipal financial activities. Finance officer reports to the Town of Administrator. Work is evaluated through reports, promptness, and by independent audit of financial records. Work includes assistance with yearly budgets, capital budgets, purchasing, accounting, revenue collections, and payroll operations. The employee must exercise considerable independent judgement and initiative in planning, directing, and implementing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances, and North Carolina general statues governing the responsibilities of local government accounting. Specific tasks include disbursement and accounting of municipals funds, billing, preparation of the payroll and maintenance of payroll and time records, and preparing of monthly, quarterly, and annual reports. The Finance Officer assists the Town Manager in the formulation of financial policies. Candidates should be able to communicate with others orally and in writing, especially as related to preparing and presenting complex and detailed reports. Candidates need to work well with others, be self-starters, and have a mature work demeanor. Finance Officer will assist with HR and any other duties as maybe assigned by Town Administrator.

**KNOWLEDGE, SKILLS, AND ABILITIES**

* File and pay ORBIT online
* Transfer bank funds as needed
* Bank reconciliations
* Accounts payable and purchase orders
* Gas tax refunds
* Journal entries, including cash receipts and cash disbursements
* Application for Property/Liability insurance and Workers Comp insurance
* Pay health insurance
* Monitor Wex gas cards
* OPEB and LEOP Separation Allowance reports with Cavanaugh McDonald
* Enter fixed assets into FMS
* Human Resources
* Process payroll and maintain payments and reports
* Police 401(k) reports and payments
* Vehicle reports and inspections
* Arbor Day planning and execution
* Coordinate special events
* Assist Police Department
* Contact contractors for town and building maintenance

**MINIMUM QUALIFICATIONS**

* B.S. in Accounting, business administration, finance, public administration or a related field
* Should have considerable experience in public finance administration
* May distinguish themselves with proof of NC local government fiscal control act experience
* Equivalent combinations of experience and education will be considered
* Expected to demonstrate an extensive knowledge of general laws and administrative policies governing municipal financial practices and procedures

**CONDITIONS OF EMPLOYMENT**

The Town’s Background Check Policy requires background checks to be conducted on final internal or external candidate(s) applying for any position with the Town of Norwood. The type of information that will be collected as part of a background check includes, but is not limited to: reference checks, social security verification, education verification, criminal conviction record check, and, if applicable, a credit history check, sex offender registry and motor vehicle records check.

Background checks must be in compliance with all federal and state statutes, such as the Fair Credit Reporting Act (FCRA). The checks must be consistent with the guidelines set forth by these laws requiring organizations to obtain a candidate’s written authorization before obtaining a criminal background report, motor vehicle records check or credit report; and to properly store and dispose of information derived from such reports.

Final candidates may have to pass a pre-employment drug-screening test. During the selection process, candidates may be asked to take a skills test, and/or participate in other assessments.

The Town of Norwood is an Equal Opportunity Employer.

**HOW TO APPLY**

Please submit a letter of interest/cover letter , resume, and a completed application (which can be downloaded at <https://norwoodgov.com>) by email to town administrator at scott.howard@norwoodgov.com or mailed to: Town of Norwood, PO Box 697, Norwood, NC 28128

Federal law requires employers to provide reasonable accommodations to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job.

Anyone seeking an accommodation to apply for a job may call (704) 474-3416 for assistance or you may email townclerk@norwoodgov.com.

**BENEFITS**

The Town of Norwood provides an excellent, comprehensive benefits package to all full-time employees.

The Town of Norwood is a drug and alcohol-free workplace.

EOE Employer