

# DIRECTOR OF ADMINISTRATION & FINANCE

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Position Code: 3500  
WC Code: 9410  
FLSA Status: Exempt  
Pay Grade: 362 (\$67,815 – \$106,058)  
Location: Finance  
Approval Date: 2010

## **General Statement of Duties**

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

## **Distinguishing Features of the Class**

An employee in this class plans and directs the disbursement and accounting of revenues and expenditures for the Town. Work involves supervision of the budget, purchasing, accounting, utility billing and collections, general revenue collections, information technology, and payroll operations. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government. Work is performed under the direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

## **Duties and Responsibilities**

Plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, billing, and preparation of monthly, quarterly, and annual reports; supervises staff assisting with these duties.

Serves as a member of the team, along with the Town Manager in the preparation of the general operating and capital improvements budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Town Manager in directing the formulation of Town financial policies and in the preparation of the annual budget.

Manages receipt and investment of Town revenues.

Reviews and monitors ongoing administration of budget, monitors revenues and expenditures.

Reviews budget system and financial conditions and develops methods of improvement.

Assists the auditors during the annual audit of Town financial records; follows up on findings to improve financial systems.

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.

Submits to the Town Manager and the Town Board periodic statements of the financial condition of the Town.

Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.

Manages the Town's capital spending including making recommendations to the Town Manager and the Town Board regarding issuance of debt and manage the process when the Town Board determines debt should be issued for a specific project.

Oversees the Information Technology functions of the Town.

Recommends for approval budget amendments and transfers.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

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

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

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

Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment.

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

Ability to evaluate complex financial systems and formulate and install accounting methods, procedures, forms and records.

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

Ability to design and prepare analytical or interpretative financial statements.

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

Ability to conduct long range fiscal planning.

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, performs accounting processes, operate a computer terminal, and do extensive reading.

### **Minimum Education and Experience**

Graduation from a four year college or university with a degree in accounting or business, supplemented with a master's degree in business or public administration and ten years of experience in public finance administration including three to five years supervisory experience; or an equivalent combination of education and experience. Preference given to those with a CPA.