



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## Chief Finance Officer

### 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, organizes, and directs the disbursement and accounting of revenues and expenditures for the Town. Work involves supervision and participation in accounting, collections, utility billing and customer service, payroll, and purchasing for the Town. In addition, the employee attends meetings of the Town Council to present requested financial reports and information and advises the Town Council and the Town Manager on fiscal matters. 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 financial operations. The employee is not subject to any adverse working conditions. Work is performed under the general direction of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

### Duties and Responsibilities

#### Essential Duties and Tasks:

- Plans, organizes, and directs the operations of the Finance Department, including disbursement and accounting of municipal funds, payroll, purchasing, fixed assets, cash management, investments, risk management, accounts payable and receivable, utility billing and customer service, and preparation of monthly, quarterly, and annual reports.
- Hires, trains, and provides performance coaching and evaluation; motivates, communicates and leads employees in creating a high-performance team.
- Assists the Town Manager in the preparation of the general operating and capital improvements budgets; works with the Town Manager in directing the formulation of Town financial policies and in the preparation of the annual budget, including coordination of revenue projections; prepares and presents budget amendments.
- Manages receipt and investment of all Town revenues; reviews and monitors ongoing administration of budget; monitors revenues and expenditures; manages capital budgets; reviews budget system and financial conditions and develops methods of improvement.
- Researches, recommends, and maintains appropriate financial package software and peripherals.
- Manages the issuance of Town debt and administers the Town's debt service program.
- Assists the auditors during the annual audit of the Town's financial records; follows up on findings to improve financial systems.
- Submits to the Town Manager and the Town Council 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.

#### Additional Job Duties:

- Performs related duties as required.
- Attends Town Council meetings as needed and/or 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 and municipal accounting.
- Thorough knowledge of the principles and practices of automated systems and their use in a municipal environment; skill in the use of spreadsheets for tracking and analysis.
- Thorough knowledge of the Town's personnel, purchasing, and budgeting policies and procedures.
- Considerable knowledge of utility customer service and collections principles and practices.
- Considerable knowledge of modern and effective supervisory principles and practices including motivation, communication, leadership, performance coaching, and evaluation.
- Skill in collaborative conflict resolution.
- 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 subordinate employees in the specialized field of accounting.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, departmental heads, 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 life support functions of fingering, feeling, talking, hearing, reaching, stooping 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, carry, push, pull, or otherwise move objects.
- Must possess the visual acuity to prepare and analyze data and statistics, operate a computer, perform accounting duties, and do extensive reading.

#### Desirable Education and Experience:

Graduation from a four-year college or university with a degree in accounting or business and considerable experience in public finance administration including some supervisory experience; or an equivalent combination of education and experience. Prefer Finance Officer Certification and/or CPA.

The hiring salary range for this position is \$71,181-\$86,404.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.