



## Job Description

### Finance Officer

Department: Administration

Reports to: Mayor and Town Administrator

FLSA Status: Exempt

Work Location: Town Hall. Normal work hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

This position entails working meetings after normal work hours.

Summary: This position is responsible for maintaining the Town's financial accounting systems and ensuring the integrity of the Town's financial records and detailing the Town's financial position. Performs other related work as required.

Supervision Received: Works under the general supervision of the Mayor and Town Administrator.

#### Primary Responsibilities:

- Reviews, analyzes, and approves various financial activities, i.e., billing invoices, payroll journals, field purchase orders, vehicle maintenance reports, attendance records, and insurance claims
- Prepares annual and monthly financial reports and statements detailing the Town's financial activities and position
- Assist Mayor and Town Administrator with Annual Budget
- Provides input for Town expenditures, purchase orders and payroll summaries
- Prepares and approves journal entries, and manual accounts payable and payroll checks, posts daily subsidiary ledgers to the general ledger
- Develops and maintain the Town's financial accounting system, to include testing and troubleshooting system software applications
- Prepares year-end closing entries, interacts with independent auditors in providing assistance, advisement and receiving direction
- Prepares and prints all checks for signature by the appropriate elected official
- Resolves complex accounting issues unable to be resolved at lower levels
- Maintains current knowledge of trends and regulatory developments governing municipal accounting and reporting
- Performs related duties as directed: answering telephone calls, taking messages, making copies, filing, research of financial Town issues, attending staff training, and monthly Town Council meetings

### Minimum Training and Experience:

- Bachelor's degree in accounting, finance or related supplemented by four (4) years professional governmental accounting experience, to include supervision of accounting operations, CPA preferred, or an equivalent combination of education, training, and experience. Valid South Carolina Driver's License and possession and maintenance of a driving record which meets the Town's driving standards

### Performance Aptitudes:

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of descriptive statistics.

Functional Reasoning: Requires the ability to apply principles of local or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity in critical and/or unexpected situations involving high risk to the Town.

### Safety and Physical Demands

This position may be required to lift up to 10 pounds or less; standing, bending, stooping, sitting required.

Staff are expected to act in a safe manner at all times and ensure that those around them do not put themselves or others at risk.

Safety is everyone's responsibility. At ALL times working safely is a condition of employment.