

# **Town of Laurel Park**

## **Administration Department**

### **Finance Officer Job Description**

Starting Salary: \$72,000-\$83,000 per year

The Town of Laurel Park, NC seeks a professional to fill the position of Finance Officer. This position performs difficult managerial and complex professional duties in planning, organizing, and directing the financial functions for the Town. Work is performed in accordance with North Carolina General Statutes and State regulations governing the responsibilities of local government financial operations, local government purchasing, contracts and bidding, and Town policies and manuals. Work is performed under the supervision of the Town Manager.

The Town operates under a Council-Manager form of government with the Town Manager being appointed by and working under the direction of the Mayor and four Commissioners. With a FY25 General Fund budget of \$4.6 million, Laurel Park provides residents with administration, police, public works, planning and zoning services.

#### **Essential Duties and Tasks**

- Plans, organizes, and oversees financial programs and operations, accounting, accounts receivable billing, revenue collections, purchasing, fixed assets accounting, budget, investments, accounts payable, payroll, grant administration, and assessment levying; develops and implements departmental goals.
- Works with the Town Manager in preparation of the annual operating and capital improvements budgets; projects revenues and performs historical research on spending and trends in previous years; forecast capital and financing schedules and cost estimates.
- Works with the Town Manager in directing the formulation of financial policies; assisting other departments with the development and implementation of financial systems.
- Directs the general accounting system for the Town; maintains financial records for each department; maintains separate accounts for items of appropriation in the budget; monitors expenditures and obligations on accounts.
- Prepares monthly, quarterly, and annual financial statements, and the preparation of other reports on the fiscal condition of the Town.
- Assists external auditors with annual audit and coordinates the preparation of the financial statements for the Annual Comprehensive Financial Report.
- Coordinates efforts of underwriting, forecasting, and the preparation of the official statement for bond issues and other financing agreements; administers the debt service program for the Town.
- Monitors grant agreements for financial and award compliance; directs the timing of drawdowns for expenditures; tracks capital project revenue and expenditures.
- Establish internal control procedures for compliance to NC GS-159.
- Pre-audit obligations and disbursements.
- Manages receipt and investment of all Town revenues.
- Performs related duties as required.

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

*Knowledge of:*

- North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures, purchasing of materials, supplies, and equipment.
- Principles and practices of public finance administration, including principles and practices of municipal accounting.
- Fiscal support activities such as purchasing, technology, payroll, and budget analysis and preparation.
- Application of information technology to the department and Town-wide financial systems including financial software applications, spreadsheets, databases, utility billing and customer accounts packages, etc.
- Town policies and procedures related to personnel, budgeting and purchasing.

*Ability to:*

- Evaluate complex financial systems and formulate and install accounting methods, procedures, forms, and records.
- Plan, organize, direct, and evaluate the work of subordinate employees in the specialized fields of accounting, utilities and information services, revenue collection, purchasing and warehousing.
- Analyze issues, collect data, evaluate the larger context and think systemically in decision making and problem solving.
- Design and prepare analytical or interpretative financial statements.
- Establish and maintain effective working relationships with the public, vendors, departmental heads, governmental officials, and with other Town employees.
- Develop bid specifications and evaluate bids.
- Interpret and explain intricate laws and procedures relating to the financial systems, procurements and purchasing process.

*Accuracy and thoroughness in the analysis and preparation of financial records and reports is vital.*

**Requirements**

*Physical Requirements*

- Must be able to physically perform the life support functions of stooping, crouching, reaching, lifting, walking, fingering, talking, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 20 pounds of force occasionally and/or 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.

**Education and Experience**

Graduation from a four-year college or university with a degree in accounting or business. Five to seven years of progressively responsible and broad-based professional experience managing financial and accounting functions for a local government or private industrial organization. An equivalent combination of education, training, and experience will be considered. Preference given to candidates with a CPA, Certified Local Government Finance Officer certification, or master's in business or public administration.

**Additional Requirements**

Valid NC driver's license.

Ability to be bonded as required by GS-159-29.

**How to Apply**

Please submit a cover letter, resume, Town application, and three professional references.

([www.laurelpark.org/departments/employment](http://www.laurelpark.org/departments/employment))

Via mail:

Attn: Finance Position  
Town of Laurel Park  
441 White Pine Drive  
Laurel Park, NC 28739

Via email: [humanresources@laurelpark.org](mailto:humanresources@laurelpark.org)

*Applications will be reviewed as they are received, and the position will remain open until filled. The successful applicant must pass a drug test and criminal background check as a condition of employment. The Town of Laurel Park is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.*