



Deputy Finance Officer		
DEPARTMENT: Finance	REPORTS TO: Finance Director	
POSITION TYPE: Full-time	RANGE: \$62,329.28 - \$93,496.00	FLSA STATUS: Exempt
<p>DISCLAIMER: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The employer reserves the right to assign or otherwise modify the duties assigned to this classification.</p>		

GENERAL DESCRIPTION: The Deputy Finance Officer assists in planning, directing, and performing the disbursement and accounting of revenues and expenditures for the Town. Work involves supporting and overseeing budgetary accounting, maintenance of the general ledger, preparation of financial reports, coordination of accounts payable and receivable functions, payroll oversight, and other fiscal operations of the Town. The Deputy Finance Officer exercises considerable independent judgment and initiative in carrying out assigned fiscal control responsibilities and serves in a leadership capacity within the Finance Department. This position also provides direct oversight of the Utility Billing Department, including supervision of staff, administration of customer accounts, billing and collections, meter reading coordination, and ensuring accurate and timely processing of utility revenues. The Deputy Finance Officer ensures compliance with applicable policies, procedures, and internal controls related to utility operations and revenue management. Work is performed in accordance with established municipal finance procedures, local ordinances, and North Carolina General Statutes governing the responsibilities of local government finance officers. The employee works under the general direction of the Finance Director and may assume the duties of the Finance Director in their absence. Work is evaluated through conferences, review of financial reports, compliance with regulatory requirements, operational effectiveness of the utility billing function, and results of the independent audit of financial records. This position is designated as an essential position.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Assists in planning, coordinating, and performing the Town's fiscal operations, including accounting of municipal funds, financial reporting, journal entries, general ledger maintenance, budgetary accounting, accounts payable, fixed assets, and cash management activities.
- Supports the maintenance and integrity of the Town's general accounting system and internal financial controls.
- Assists in maintaining accurate financial records for all Town departments and funds.
- Maintains and monitors separate accounts for budget appropriations and ensures expenditures are properly recorded.
- Reviews and monitors ongoing administration of the annual budget and notifies the Finance Director of significant variances or concerns.
- Monitors revenues and expenditures to ensure compliance with the adopted budget and applicable policies.
- Oversees accounts payable/receivable operations, ensuring proper coding, documentation, and approval of invoices in accordance with established procedures.

- Performs monthly, quarterly, and annual financial closings, reconciliations, and required reporting.
- Assists with preparation of financial statements and audit schedules; coordinates with external auditors during the annual audit and implements corrective actions as needed.
- Assists the Finance Director and Town Manager with preparation of the annual budget and supporting documentation.
- Provides guidance to departments regarding purchasing procedures, budget monitoring, and financial analysis.
- Prepares budget amendments and related documentation for governing board consideration.
- Processes and monitors debt service payments and assists in researching financing options and strategies.
- Provides direct oversight of the Customer Service Division, including supervision of staff, monitoring billing accuracy, collections, customer account administration, and revenue reporting.
- Serves in the capacity of the Finance Director in their absence.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable knowledge of General Fund and Enterprise Fund accounting.
- Expertise of public finance to include principals, practices, laws, regulations, and administration of the afore mentioned.
- Considerable knowledge of the application of information technology to financial management and reporting, including use of special financial software packages.
- Considerable knowledge of the Town's budgeting and purchasing policies.
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
- Ability to prepare complex and interpretative financial analyses.
- 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.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.

PHYSICAL REQUIREMENTS: The physical demands and working environment, which follow, are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform the basic life operational support functions of reaching, lifting, grasping, full use of fingers, talking, hearing, and repetitive motions. Must possess visual acuity necessary to perform duties. Must have ability for vocal communications to express or exchange ideas orally and to convey information at normal spoken levels and to receive detailed information at normal levels. Work is sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. The worker is not subject to adverse environmental conditions.

EDUCATION AND EXPERIENCE:

- An associate degree in finance, business administration, or related field, or two years of related work experience.

SPECIAL REQUIREMENTS:

- Ability to work/attend occasional night meetings.
- Ability to maintain a high level of confidentiality.
- Possession of a valid driver's license in the state of North Carolina.
- Must be reachable and able to respond outside of normal operating hours.
- Must maintain on-call status.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name printed

Employee's signature

Today's date: _____