

Finance Officer

Department: Finance

Reports To: Town Manager

FLSA Status: Exempt

Location: Spindale, North Carolina

Position Summary

The Finance Officer is a key leadership role responsible for the planning, coordination, and management of the Town's financial, accounting, purchasing, payroll, risk management, and human resources operations. This position ensures financial transparency, regulatory compliance, and sound fiscal policy while supporting strategic decision-making and long-term financial planning.

Working closely with the Town Manager and Town Council, the Finance Officer oversees the development and administration of operating and capital budgets, financial reporting, auditing, cash flow forecasting, and investment strategies. This role requires a high degree of professionalism, independent judgment, and a thorough understanding of municipal finance practices and North Carolina General Statutes.

Key Responsibilities:

Financial Management:

- Lead and manage all financial functions, including accounting, budgeting, payroll, accounts payable/receivable, purchasing, and cash and investment management.
- Maintain and supervise the Town's general accounting system, including departmental records, encumbrance tracking, and financial statements.
- Prepare monthly, quarterly, and annual financial reports and statements, present financial condition updates to the Town Manager and Town Council
- Assist with the preparation and execution of the Town's annual operating and capital budgets; review and analyze departmental budget submissions for accuracy and policy alignment.
- Perform fiscal and trend analysis, revenue forecasting, capital budgeting, debt service planning, and long-range financial planning.
- Administer and monitor budget execution; prepare budget amendments and journal entries as needed.
- Manage the Town's investment activities and ensure compliance with statutory requirements and internal policies.

Audit, Compliance & Risk Management:

- Coordinate annual financial audits and respond to findings; implement improvements to strengthen financial systems.

- Prepare the Annual Financial Information Report (AFIR) and other regulatory filings.
- Oversee risk management programs including liability, property, casualty, workers' compensation, and employee insurance.
- Maintain compliance with North Carolina General Statutes, local ordinances, and financial regulations.

Human Resources Administration:

- Serve as Human Resources Officer for the Town, managing or supporting recruitment, onboarding, compensation, benefits administration, personnel policy development, performance evaluations, and employee relations.
- Provide training, performance coaching, and leadership to foster a high-performing and motivated team.
- Ensure consistency and compliance in employee discipline and grievance procedures.

Leadership & Collaboration:

- Supervise Finance Department staff and support professional development
- Attend and present at Town Board meetings on financial matters; advise Town leadership on fiscal policies and the financial impacts of strategic decisions.
- Collaborate with department heads to support financial planning and resource allocation.

Additional Job Duties:

- Performs related duties as required.

Knowledge, Skills & Abilities:

- Expert knowledge of governmental accounting principles, budgeting practices, public finance, and auditing standards
- Deep understanding of North Carolina General Statutes related to local government finance.
- Proficient in financial software systems, spreadsheets, and data analysis tools
- Ability to evaluate and improve complex financial systems and procedures.
- Strong experience in human resource practices, employee relations, and regulatory compliance
- Demonstrated leadership and supervisory abilities, including team motivation and conflict resolution.
- Excellent analytical, organizational, and problem-solving skills
- Strong written and verbal communication abilities, including the ability to prepare and present complex financial information clearly to various stakeholders.
- Ability to manage multiple priorities and meet strict deadlines in a fast-paced environment.

Education & Experience:

- Bachelor's degree in Accounting, Finance, Public Administration, Business, or a related field required.
- Minimum five (5) years of experience in governmental finance, accounting, or related field required.
- Minimum five (5) years of experience supervising, mentoring, and professionally developing staff required.
- Certified Local Government Finance Officer (CLGFO) designation or ability to obtain within a designated timeframe required.
- CPA certification or progress toward CPA preferred.

Working Conditions & Physical Requirements:

- Primarily sedentary work in an office environment with occasional light standing and walking.
- Ability to lift, move, and/or carry up to 20 lbs.
- Must be able to operate standard office equipment and perform extended periods of computer-based work.
- Requires visual acuity for data analysis and written communication.
- Regular vocal communication and hearing ability required for interaction with staff, officials, and the public.
- Attend monthly Board meetings.
- Occasional travel is expected to attend meetings and/or training initiatives. Valid driver's license required.

Salary and Benefits:

- The full pay range for the **Finance Officer** position is \$67,004 to \$100,506, with a midpoint of \$83,755. The starting salary is based on the individual's demonstrated knowledge, skills, abilities, experience, and education.
- NC State Health Plan Coverage
- Dental, Vision, and Life Insurance
- NC State Retirement System (NCLGERS)
- Five percent (5%) contribution to the NC 401(k) Plan
- Twelve (12) paid holidays annually
- Accrued vacation and sick leave
- Annual longevity pay
- Up to 80 hours of flex time for hours worked beyond 40 hours/week