Finance Director

Description:

The Town of Maxton is seeking a qualified professional to fill the position of Finance Director. This position plans, supervises, and organizes a variety of fiscal and administrative functions including disbursement and accounting of revenues and expenditures, monitoring and administering the budget, accounting, payroll, purchasing, fixed assets, investing funds, revenue collections, tax billing and collections, some human resources duties, and related fiscal operations for the town. Work also may involve assistance to the Town Manager in preparation of the operating and capital budgets and involves significant financial reporting. The employee must exercise considerable independent judgement 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. Salary range $45,000 - $52,500, depending on experience. Education/experience: BA/BS in accounting, finance or business and considerable experience in public finance including supervisory experience. Certified Finance Officer preferred. Please submit a cover letter, current resume and completed application to: Town of Maxton, Attn: Town Manager, PO Box 99 Maxton, NC 28364, or email manager@ci.maxton.nc.us for application, visit www.ci.maxton.nc.us. Closing date is until filled. EEO

Employer: Town of Maxton