

Finance Director

The City of Hamlet is currently seeking a Finance Director. Responsibilities include, but are not limited to planning, organizing, and performing fiscal operations for the City including disbursement and accounting of municipal funds; financial reporting, programs and operations; preparing and reviewing journal entries and general ledger maintenance; all aspects of budgetary accounting and compliance; miscellaneous accounts receivable, billing and collections; purchasing; fixed assets accounting; investments; accounts payable; and grant administration. Work also involves managing and preparing for the annual external audit process. The position assigns, directs and supervises tax collection, customer service and billing personnel, ensuring adherence to established policies, procedures and standards. The Finance Director 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 accountants. Bachelor's Degree in accounting, business, finance, public administration or a related field with considerable experience in finance administration required, preferably in local government, including supervisory experience; or equivalent combination of education and experience. Must have a valid driver's license and pass physical, background check, & drug screen. Salary is dependent upon qualifications. Submit employment application and resume to Human Resources P.O. Box 1229 Hamlet, NC 28345 or to emiles@hamletnc.us. Applications may be obtained from Hamlet City Hall 201 Main St or online at www.hamletnc.us. First review of applications will take place on February 18, 2022. Position open until filled. EOE