



JOB DESCRIPTION – TOWN OF KURE BEACH

IDENTIFYING INFORMATION	
Job Title	FINANCE/BUDGET OFFICER
Department	Finance
Salary Band	26
Hiring Authority	Town Council
Reports To	Town Council
FMLA Status	Exempt
Work Type	Full Time - Salaried
Work Schedule	Monday to Friday, 9 am to 5 pm, and nights and weekends as needed
Hiring Range	\$92,365.70 to \$147,785.18/ midpoint \$120,075.31
Effective Date	July 1, 2025

GENERAL OVERVIEW
Perform professional duties regarding supervision of financial operations for the Town, assist the Town Council with preparation of the Town’s general operating budgets, and monitor revenues and expenditures as specified by statutory law. This position serves as Town Treasurer as per Chapter 2, Article IV, and Division 4 of the Code of Ordinances.

SUPERVISION
Work is performed under the supervision of the Town Council and is evaluated through conferences, reports, and by an independent audit of financial records.

ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> - Plan, organize, supervise and perform fiscal operations for the Town including accounting of municipal funds, general accounting, revenue collection, disbursement processing, budgetary accounting, fixed assets, financial reporting and payroll operations. - Plan, organize and direct departmental operations to include recruitment and supervision of two FTE employees to perform accounts payable and receivable functions; utility billing and collection; payroll operations, general accounting, and front desk customer service functions. - Assist the Town Council in preparation of the general operating and capital improvements budgets; research and project revenues; perform research and trend forecasting; track capital project accounts, maintain records and disbursements; prepare and submit budget documents to the Town Council. - Review and monitor ongoing administration of Town budgets, monitor revenues and expenditures; coordinate activities and changes with Town departments and provide information to them as needed. Monitor cash flow and investment of idle funds. - Advise the Town Council on management of a variety of financial issues; attend Town Council meetings when needed. - Assist the auditors during the annual audit of Town financial records; follow up on findings to improve financial systems.

ESSENTIAL FUNCTIONS (cont.)

- Submit to Town Council periodic statements of the financial condition of the Town; work with staff to prepare budget amendments and monitor fiscal liability of the Town.
- Maintain financial records for each department and fund; maintain separate accounts for items of appropriation in the budget; monitor expenditures and obligations on accounts.
- Monitor, supervise and direct the reimbursement of all expended Town funds from Grants, Tourism Development Authority, or other funding sources.
- Coordinate the preparation of reports submitted to State and Federal Departments/Agencies relating to the Town's cash and investment position, debt service requirements, ad valorem tax assessments and levies, Powell Bill allocations and expenditures, annual financial audit, and other reports as required.
- Negotiate and renew vendor contracts and leases related to financial operations to include banking, payroll, etc. with the direction of Town Council and as per policy.
- Prepare budget and monitor expenditures for the finance department, Town committees, tax collection and debt service.
- Serve as Town banking signatory.
- Perform related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of North Carolina General Statutes and of local ordinances and policies governing municipal financial practices and procedures.
- Considerable knowledge of the principals and practices of public finance administration and municipal accounting.
- Considerable knowledge of fiscal support activities such as purchasing, fixed assets, liability, payroll, and budget analysis and preparation.
- General knowledge of automated accounting, spreadsheets, and related systems and ability to work with Town staff in handling duties in an automated environment.
- Ability to design and prepare analytical or interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, department heads, governmental officials, and with other Town employees.
- Accuracy and thoroughness in the analysis and preparation of financial records.

EDUCATION AND EXPERIENCE

- High School diploma or GED required.

- Bachelor's degree in accounting or business and considerable experience in public finance administration, or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS/CERTIFICATIONS

Prefer CPA; ability and willingness to obtain Certified Finance Officer status from NC Institute of Government within a time frame required by the Town Board.

PHYSICAL/CRITICAL REQUIREMENTS

Physical Ability

- Ability to sit continuously at a computer terminal or receptionist station for periods of two hours, ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and ability to reach into file drawers in standard four-drawer filing cabinets.

Visual Ability

- Must possess the visual acuity to work with data and figures, operate a computer terminal, and work with detailed use of the eyes.

Hearing Ability

- Hearing ability sufficient to hold conversation with other individuals in both person and over a telephone.

Speaking Ability

- Sufficient to communicate effectively with other individuals in person and over a telephone.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not create an employment contract, implied or otherwise.