

Town of Marshall Finance Specialist

OPEN UNTIL FILLED

Next Review Date: 8/18/2025

Hours: Full Time

Location: In Office

Job Description

The Town of Marshall is seeking applications for an experienced finance professional for the position of Finance Specialist. The Finance Specialist will be responsible for leading and managing all of the Town's financial operations. Major duties and responsibilities:

Financial management

- Enter daily deposits into financial software; monitor and review bank accounts for deposits, withdrawals, and anomalies.
- Perform monthly reconciliation of five bank accounts totaling over \$2.5 million.
- Act as fraud manager for town bank accounts, ensuring the accuracy of deposits, withdrawals, state distributions, bank fees, and fund transfers.
- Assist Town Administrator with development of annual budget for the general fund, the water and sewer enterprise fund, and various grants and capital project funds.
- Maintain balanced departmental budgets; collaborate with departments to identify and procure necessary parts and supplies.
- Compile budget amendments for submission and approval by the Board of Aldermen.
- Prepare monthly financial reports for the Board of Aldermen.
- Process all purchase orders, accounts payable checks, and payroll liability checks.

Compliance and reporting

- Prepare and file all mandated reports at the local, state, and federal levels, including monthly, quarterly, and annual filings.
- Compile financial documents required by independent auditors.
- File IRS form 941 and North Carolina ESC reports.
- Prepare and issue annual 1099s and W-2s. Billing, grants, and funding oversight
- Assist in water and tax billing and collections.
- Maintain detailed accounting records for revenues and expenditures related to loan and grant funds.
- Prepare grant pay requests and required reports for reimbursement.
- Maintain Powell Bill funding files, including revenue/expense tracking and compliance reporting.
- Track and account for expenditures related to natural disasters; ensure timely submission of reimbursement paperwork.

Policy, ordinance, and recordkeeping

- Research and draft policies, procedures, ordinances, and resolutions for the Town.
- Maintain official records, including ordinance books, minute books, and resolution books.
- Provide support for all Town computer and technology issues including troubleshooting, repairs, and upgrades. The Town contracts with an IT company for needed technical services.
- Serve as system administrator for the NC state health plan portal.

Public communication & outreach

- Maintain and regularly update the Town's official website to ensure timely and accurate public information.
- Respond to inquiries from the public in a professional manner, both verbally and in writing.

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- manage and update the Town's social media pages, with oversight and approval from the Town Administrator.
- Assist with the planning, coordination, and execution of Town sponsored events, including Memorial Day, Independence Day, Veterans Day, and the annual Christmas parade.
- Perform other duties as assigned by the town administrator.

Qualifications

Education and experience:

- Associate or bachelor's degree in accounting, finance, public administration, or business administration preferred.
- Experience in public sector budgeting, accounting, or finance is required.
- Equivalent combinations of education and directly related experience will be considered.

This position requires knowledge of the following:

- Knowledge of GASB and GAAP principles and practices,
- Laws and regulations of public finance administration, including principles and practices of municipal accounting,
- Purchasing and budgeting,
- Application of information technology for financial management,
- NCLGC and required reporting,
- Personnel, budgeting and purchasing policies and procedures.

The position requires the following skills and abilities:

- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records,
- Ability to design and prepare analytical or interpretative financial statements,
- Accuracy and thoroughness in the analysis and preparation of financial records and reports,
- Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees,
- Skill in collaborative conflict resolution and customer contact,
- Ability to meet established deadlines and work unsupervised.

Additional requirements:

- Ability to obtain North Carolina finance officer certification within one year of initial employment.
- Possession of a valid North Carolina driver's license.
- Must be able to obtain professional bonding insurance policy.

Compensation

- Salary is commensurate with experience and qualifications.
- Salary range is \$42,000 - \$54,272, payable hourly (\$20.19 - \$26.09).

Benefits

The position comes with generous benefits package including paid health insurance; dental, vision, and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays; participation in the local government/state retirement system, and 401K with 5% employer match.

Additional details are available on the town's website: <https://townofmarshall.org/index.php>