



TOWN OF MARSHALL

PO Box 548 • Marshall, NC 28753 • Phone (828) 649-3031 • Fax (828) 649-3413

Town of Marshall Vacancy Announcement Finance Specialist

Position Summary:

The Town of Marshall is seeking applications for an experienced finance professional for the position of Finance Specialist. The position is responsible for leading and managing the town's financial operations. The role includes performing financial and administrative duties, see Major Duties section for details. The position comes with generous benefits package including paid health insurance; paid sick time, paid vacation time, and paid holidays; participation in the Local Government/State retirement system, and 401k with 5% employer match.

This position is non-exempt under the Fair Labor Standards Act.

Where to Apply:

An application and full job description is available on the Town of Marshall's website, www.townofmarshall.org. Submit cover letter, application, resume' and supporting documents by email to administrator@townofmarshall.org, mail, PO Box 548, Marshall, NC 28753, or in person at Marshall Town Hall. The position is open until filled. The first screen of applicants will begin upon receipt of applications.

The Town of Marshall is an equal opportunity employer.

Salary Range: Salary is commensurate with experience and qualifications. Salary range is \$42,640 - \$54,080, payable hourly (\$20.50 - \$26.00).

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.
- Process payroll checks and maintain payroll records according to the Town pay schedule.
- Maintain detailed accounting records for revenues and expenditures related to loan and grant funds.
- 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.
- Prepare grant pay requests and required reports for reimbursement.

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.

Additional Responsibilities

- Assist in water and tax billing and collections.
- Assist with answering phone calls and customers as needed.
- Serve as system administrator for the NC State Health Plan portal.
- Provide onboarding assistance with NC State Health Plan for new employees and assist with annual open enrollment.
- Assist Town Administrator in preparation and organization of Town events.
- Work with website developers to ensure the Town website is accurate and up to date.
- Assist with research on draft policies, procedures, ordinances, and resolutions for the Town as needed or requested by the Town Administrator.

Education and experience: Associate's or Bachelor's degree in Accounting, Finance, Public Administration, Business Administration or a related field is preferred. Experience in public sector budgeting, accounting, or finance is preferred. An equivalent combination of education and directly related experience may be considered. The Successful Candidate Will Be Required To Obtain Or Maintain Notary Public Certification.

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.

Special Requirements:

- Possession of a Valid North Carolina Driver's License.
- Must Be Able to Obtain Professional Bonding Insurance Policy

Guidelines: Guidelines include department standard operating procedures, town ordinances and policies, mutual aid agreements, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

Physical Demands: Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Work Environment: Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset public and/or staff and private representatives while executing their duties.

Disclaimer: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The employer reserves the right to assign or otherwise modify the duties assigned to this classification.