



TOWN OF HOPE MILLS
EMPLOYMENT OPENING
June 29, 2009

The Town of Hope Mills is currently seeking a qualified applicant to fill an Assistant Finance Director position in the Finance Department.

Essential Duties and Responsibilities:

- Participates, performs, leads, and supervises tasks associated with the operation of a complete finance system that includes accounts receivable, accounts payable, payroll and related activities and financial report generation.
- Posts various fees collected within other departments, audits and verifies amounts and adjusting as necessary.
- Makes accounting journal entries for general ledger relating to cash deposits, county tax collection reports and wire transfers, verifying for accuracy.
- Performs payroll accounting tasks on a bi-weekly schedule.
- Maintains various records relating to payroll and employee benefits such as retirement, 401(k), federal and state tax withholding records, benefit deduction, and other records.
- Produces monthly, quarterly and calendar end reports and statements.
- Reconcile bank statements for general fund and payroll.
- Assists the Finance Director with the generation of regular financial reports, budget preparation and maintenance activities.
- Serves as Finance Director in his absence.
- Performs other duties as assigned.

Minimum Qualifications:

- **Education:** An associate degree in accounting, bookkeeping, computer operation or related field; prefer bachelor's degree with emphasis on governmental accounting.
- **Experience:** Experience in governmental accounting and computer operation; experience in billing, cashier, and revenue collections utilizing a computer, or an equivalent combination of training and experience that provides the required knowledge, skills, and abilities.
- Possession of a valid North Carolina driver license with an acceptable driving record.
- Acceptable background check.

Knowledge, Skills, and Abilities:

- Considerable knowledge of governmental payrolls and benefits recordkeeping and accounting including generating of regular payrolls, ICS software experience strongly desired.
- Thorough knowledge of general laws, ordinances, and administrative policies governing municipal financial practices and procedures.
- Knowledge of principles and practices of governmental fund accounting and budgeting in local governments.
- Knowledge of rules and regulations governing the collection of municipal revenues.

Salary Range: \$39,208 - \$57,925

Position is open until filled. Apply at Town Hall, 5770 Rockfish Road, Hope Mills, NC 28348. EOE. A Town of Hope Mills employment application must be submitted for consideration for this position.