

Job Opportunity

Clerk to the Board/Associate Finance Officer Lake Waccamaw, N.C. pop.1413. Seeking an experienced individual in municipal governmental accounting. Oversees clerical and financial functions of the Town office. Performs professional level accounting work in areas such as budgetary fund planning and accounting, payroll reporting/oversight, accounts payable/receivable and other financial accounting work. This individual performs duties as Clerk to the Board of Commissioners as outlined in the Town Code of Ordinances and NCGS 160-171. Desirable experience and training are; graduation from high school, supplemented by college level course work in accounting, bookkeeping, secretarial science, business or public administration. A minimum of five to ten years progressively responsible accounting, billing, collections, bookkeeping, secretarial, clerical or administrative experience involving public contact; or an equivalent combination of experience and training. Certification as a North Carolina Municipal Clerk is strongly preferred and a Master Municipal Certification desired. Salary commensurate with experience and/or education. Open until filled. EOE.

Applications are available at www.ncworks.gov

Town of Lake Waccamaw

CLERK TO THE BOARD/FINANCE OFFICER

GENERAL STATEMENT OF DUTIES

An employee in this class performs specialized work in support of the Town Board of Commissioners, and supervisory office management overseeing the clerical, utilities billing, tax collections, and financial functions of the town.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class is responsible for performing the duties of Clerk to the Board of Town Commissioners as provided in the North Carolina General Statutes. Work also involves a variety of duties concerned with the recording, publishing, filing and indexing of official actions of the Board of Commissioners. Duties also include establishing and implementing office procedures, and performing secretarial functions for the Board of Commissioners as assigned. Work involves establishing and maintaining a chart of accounts, general ledger, water and sewer funds, and other special fund accounts as may be required by the town in compliance with GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) and NC General Statutes. Work involves preparation for and assistance with the annual single audit. Work is characterized by its variety and complexity requiring considerable organizational and analytical ability. Employee must exercise considerable independent judgment, discretion, and initiative in completing assignments. Employee must exercise tact and courtesy in handling difficult public contact situations. Work is performed under the general supervision of the Town Manager and is evaluated through observation and review of completed work for accuracy, completeness and adherence to instructions, policies, and procedures.

ILLUSTRATIVE EXAMPLES OF WORK

- Oversees clerical and financial functions of Town office.
- Prepares purchase orders and payment warrants, assigning appropriate account numbers for Governing Body and Town Departments
- Coordinates travel and lodging arrangements for Town Commissioners and prepares their travel expense reports.
- Assists the Town Manager with Preparing agendas for the Town Board of Commissioners meetings; notifies the Commissioners, appropriate Town staff, the news media and other interested parties of the date and time of the Commissioners meetings; takes notes, records minutes, transcribes and logs minutes into minute book and maintains Board records for public examination in accordance with NC General Statutes..
- Performs secretarial work as requested by the Board of Commissioners.

- Performs a wide variety of clerical, financial, accounting/bookkeeping, and administrative detail work for the Town.
- Serves as office manager to ensure daily routine of front desk is covered, serving as the receptionist when other staff is unavailable.
- Prepares tax reports and manages payroll, NC Retirement system data management for all employees, risk management and health insurance administrator.
- Maintains personnel files and serves as Human Resources Officer
- Attends all meetings of the Governing Board
- Balances and reconciles all town accounts monthly and prepares a financial report of same for the Manager and the Board.
- Monitors Departmental budgets and prepares projected spending trends leading to preparation of the annual budget, working with the Town Manager in preparing a final ordinance for the Board.
- Prepares and maintains Town's Official Ordinance Book; maintains and administers records retention and disposition policies for Town departments accordance with NC General Statutes.
- General Custodian responsibility for tracking Board Committee appointments and proceedings.
- Attests to actions taken by the Board by providing certified copies of minutes, resolutions and other documents; attests to the signatures of various Town officials on contracts, resolutions, proclamations, etc., maintaining current NC Notary Public certification, Custodian of all town records, minutes, codes and ordinances, and provides research services for citizen regarding town archives.
- Orders and maintains office supplies for all town departments.
- Performs other related work as assigned by Governing Body or Town Manager.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles and practices of modern office management, including knowledge of popular computer-driven word processing, spreadsheet and file maintenance programs.
- General knowledge of the organization and operation of the Town government.
- General knowledge of state and local statutes pertaining to Town Government.
- Thorough knowledge of state public records and open meetings laws.
- Working knowledge of the general accepted standard accepted practices of accounting for NC local government.
- Ability to research program documents and narrative materials and to compile reports from information gathered.
- Ability to compose effective correspondence.
- Ability to speak clearly and distinctly and to give information to the public in a pleasant courteous manner.
- Ability to secure the cooperation of others in difficult work situations.
- Ability to type accurately at an average rate of speed.
- Ability to maintain a variety of clerical records and to compile data for reports from such records using standard office equipment and computers and has a working knowledge of accounting software used by local governments.
- Ability to deal tactfully and courteously with the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

DESIRABLE EXPERIENCE AND TRAINING

- Graduation from high school, supplemented by college-level course work in accounting, bookkeeping, secretarial science, business or public administration.
- A minimum of five to ten years progressively responsible accounting, billing collections, bookkeeping, secretarial, clerical or administrative experience, involving public contact; or an equivalent combination of experience and training.
- Certification as a North Carolina Municipal Clerk. Master Municipal Clerk Certification desired.