



Job Posting Finance Director

The Town of Newport is seeking a full-time Finance Director, who is an experienced professional with strong interpersonal and financial competency skills to oversee the Town's \$7M budget which includes a \$2.1M public utilities budget. The Finance Director is responsible for accounting, payroll, cash management, investment portfolio management, and financial reporting. This position requires excellent written/verbal communication skills to effectively convey financial topics to staff, elected officials, and citizens. The position is also involved in financial aspects of capital improvement planning and budgeting, strategic planning, grant administration, and performance measurement. Other duties include but are not limited to preparing and presenting complex and detailed fiscal reports of a budgetary or financial nature; organizing and directing the work of finance technicians who support all accounting, budgeting, financial reporting, payroll administration, and investment efforts.

Selected candidates should hold a bachelor's degree from an accredited college or university in Accounting, Finance, Public Administration or directly related field; 3 to 5 years of progressively responsible accounting and fiscal administration experience, preferably in a local government setting; or an equivalent combination of education and experience. Master's Degree and/or Certified North Carolina Local Government Finance Officer designation is preferred.

The expected hiring range for this position is from \$64,000-\$70,000, depending on education and experience. The Town offers a generous benefit package including membership in the North Carolina Local Government Employees Retirement System; 5% 401(k) contribution with no match required; 100% employee-only paid health, dental, life, disability, and vision insurance; 12 paid holiday, 12 paid vacation days, and 12 sick days annually.

If interested, please submit a cover letter with at least four references, resume, and application to manager@townofnewport.com. The employment application and job description are available at www.newportnc.gov/careers. This position is open until April 30, 2021 or until filled.

The Town of Newport is an Equal Opportunity Employer.