



Employment Opportunity

FINANCE DIRECTOR

Job Summary

The Town of Hertford Finance Director is responsible for administration of the Finance Department, working with the Finance assistant and reports directly to the Town Manager. This critical position is responsible for the preparation and maintenance of all financial records, accounting activities, utilities of the Town of Hertford. Tasks include, but are not limited to, accounting activities, payroll, budgeting, purchasing, utilities services and utilities billings and preparing financial reports to state and federal agencies, and personnel administration. All financial activities are performed in accordance with the NC Local Government Budget and Fiscal Control Act and GASB principles.

Qualifications

The successful candidate must be well organized, detail oriented, familiar with governmental accounting standards and the NC Local Government Fiscal Control Act, and able to effectively delegate and supervise financial and accounting tasks. The ideal candidate will be a motivated self-starter, who continually seeks to improve and expand services and can meet crucial deadlines. This position requires at a minimum a BS Degree in accounting, finance, business administration, or related field and considerable experience (5 years minimum preferred) in governmental accounting including federal and state grants accounting and accounting methods.

How to Apply

Please submit a cover letter, resume, and a Town of Hertford application to: Town of Hertford PO Box 32 Hertford, NC 27944. [*Application materials may also be emailed to: townadmin@townofhertfordnc.com.](mailto:townadmin@townofhertfordnc.com) Final candidates will be subject to an interview process followed by pre-employment screening. This position has a competitive salary of \$42,516- \$62,923 (depending on the experience of the candidate) and an excellent benefit package. **Applications materials are due by 5 p.m. on Friday, March 29, 2019.** This position is open until filled.

The Town of Hertford is an equal opportunity employer.