

Job Title	<i>Finance Officer</i>
Reports to	<i>Town Manager</i>
FLSA Status	<i>Non-Exempt</i>

Job Purpose

This position serves as the Administrative Assistant and serves as the first point of contact at the Erwin Town Hall. This position works with a team of Administrative Services to include Town Manager, Clerk/HR, and Finance.

Duties and Responsibilities

These duties and responsibilities are not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the Town.

- Serves as the first point of contact at the Erwin Town Hall by answering and directing calls and greeting patrons.
- Serves as liaison to expedite the flow of information and to interpret policies, procedures, rules, and regulations to varied facets of the organization, as well as to the public. Receives and responds to general inquiries.
- Receives and signs for packages as well as coordinating mail pick-up and delivery.
- Performs data entry activities which include typing internal memoranda and external correspondence, entering information into computer systems, and completing forms and reports.
- Receives and processes payments made to the Town.
- Processes account payables for semi-monthly payments; enters invoices; ensures proper funds available in budgetary accounts; prints vendor checks, obtain appropriate signatures, mail payments, and maintains files and records.
- Communicates with vendors and department heads on status of payments and other inquiries while providing reports as needed to department heads; maintains supplies for various office equipment; posts cash receipts and adjusts journal entries as directed by supervisor, and maintains postage machine.
- Counts cash drawers for the Utilities Department daily, collection of payments for utility bills, and relays messages to employees for the Utilities Department as necessary.
- Performs general office functions by making copies, sending faxes, and communicating via email
- Researches and assembles information and prepares reports as directed by the Town Manager or his/her designee.
- Maintains office supplies by monitoring stock levels and refreshing as necessary.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.
- Performs other duties as assigned.

Qualifications

Education and Experience

Graduate of an accredited High School or GED equivalent and 1-3 years of experience in a municipal or county finance office; or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Proficiencies desired include experience in an automated fiscal or accounting environment, preferably in the public sector, and fluency in computer skills in Microsoft Office.

Licenses and Professional Certifications

- NC Driver License

Knowledge, Skills, and Abilities

Knowledge of records management principles; current office practices and procedures, including knowledge of customary computer-driven word processing, spreadsheet, database, and file maintenance programs; principles and practices of promotional work including media, printing, or journalism technology; techniques for dissemination of information to the public through a variety of media; general office operations; customer service techniques; office equipment and supplies; phone answering techniques; mail sorting and delivery concepts; and event planning processes and procedures.

Skilled in making routine administrative decisions independently in accordance with laws, regulations, Town policies, and procedures; solving problems and responding to questions; networking; preparing information in correct written or oral form; planning, managing, and coordinating events and activities; adapting to a rapidly changing work environment; and communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Ability to represent the Town in a professional and respectful manner while interacting with a diverse set of individuals within the workplace and the community.

Working Conditions

Employee is generally subject to inside environmental conditions having the lighting, temperature, and noise of an open floor-plan office environment.

Physical Requirements

Work is performed within an office environment, primarily behind a desk, and frequently includes the operation of a computer. The employee must read and write, and interact with others in person, over the phone, and via other devices. The employee may move about within the facility to access file cabinets, documents, office machinery, and other equipment. Persons in this position frequently lift, carry, push and/or pull objects weighing up to 10 lbs. They also occasionally move objects weighing up to 20 lbs., and sometimes, but rarely, up to 50 lbs. Additionally, work may require bending, climbing, carrying, crawling, kneeling, reaching, or stooping.