



# CITY OF SALUDA

## NORTH CAROLINA

<b>MAYOR</b> Tangie Morgan
<b>CITY MANAGER</b> Steven Orr
<b>COMMISSIONERS</b> Mark Oxtoby Paul C. Marion Melanie Talbot Kevin Burnett

### Job Posting: Finance Officer

#### City of Saluda, North Carolina

The **City of Saluda** is seeking a qualified and dedicated **Finance Officer** to oversee the financial management and fiscal operations of the city. This position is responsible for ensuring compliance with municipal finance procedures, local ordinances, and North Carolina General Statutes. The Finance Officer will play a key role in financial planning, budgeting, accounting, payroll, and investment management.

#### Key Responsibilities:

- Manage fund accounting, financial reporting, and analysis of city revenues and expenditures.
  - Including processing weekly payroll, and vendor payments
  - Submit monthly reimbursement for Motor Fuel Program
- Administer the City's budget, ensuring compliance with financial regulations and State reporting.
  - Monthly LGC 131 reporting of Debt Service Payments
  - Semi-annual LGC 203/COLL-91 reporting for the City and Tourism Development Authority
  - Annual LGC COLL-91 reporting

- Annual TR-2 reporting to NC Department of Revenue
- Manage the tracking of expenditures and required reporting for all federal and State Grant Awards
  - NC Department of Environmental Quality
  - NC Department of Commerce
  - Private Grantees
- Prepare financial reports to the City Commissioners and City Manager monthly and as requested
- Oversee payroll and employee benefit programs while ensuring compliance with COBRA, FSLA, workers' compensation, and other employment regulations (as applicable).
- Maintain and update the City's accounting records, including journal entries and budget amendments.
- Assist with and coordinate the City's annual independent audit, implementing corrective measures as needed.
- Advise city leadership on financial strategies, investments, and budget preparation.
- Ensure proper management of the City's fixed assets and financial controls.
- Perform other related duties as required.

**Qualifications & Requirements:**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field from an accredited institution.
- Minimum of three (3) years of experience in municipal finance, public accounting, or governmental financial administration.
- Strong knowledge of North Carolina General Statutes governing municipal finance.
- Proficiency in financial management software and accounting systems.
- Ability to analyze complex financial data and present clear reports to leadership.
- Strong interpersonal and communication skills for effective collaboration with city officials, staff, and the public.

**Special Requirements:**

- Must obtain Finance Officer certification from the School of Government or possess a Certified Public Accountant (CPA) designation.

**Physical Requirements:**

- Ability to lift or push up to 20 pounds occasionally and up to 10 pounds frequently.
- Visual acuity required for data analysis, financial reporting, and computer-based tasks.

**Compensation & Benefits:**

- Competitive salary based on experience and qualifications.
- Comprehensive benefits package including health insurance, retirement plans, and paid leave.

**Application Process:**

Interested applicants should apply using this link <https://qrco.de/bfoB9A>

or QR code



This position will remain open until it is filled. The first review of applications will begin on March 11<sup>th</sup> 2025.

**The City of Saluda is an Equal Opportunity Employer** and encourages qualified individuals to apply.