

The Town Of Oriental, An Historic Riverside Community just minutes from New Bern, is seeking applicants for the Town's first Finance Director position. The Town (pop. 880) operates under a Manager-Council form of government and is currently staffed with two full-time positions: Admin Asst/ Water Billing clerk. The current operating budget is \$1,615,539. The Finance Director will have the unique opportunity to meet the needs of the community and the Town.

The position will plan and oversee Finance Operations Including Budget Maintenance, prepares Budget Amendments, Cash Management, Accounts Payable, Accounts Receivable, And Payroll.

Duties may include assisting The Town Manager with the Annual Budget Preparation and maintenance, coordinating the Annual Audit, grant administration and management, The development and implementation of Financial Policies And Procedures, and the supervision of Internal Control Procedures. Successful candidates should have knowledge of basic Governmental Accounting Principles, strong administrative skills, ability to perform complex financial transactions, and the ability to communicate effectively with other Town staff, the Town Manager, And Town Council.

Thorough knowledge of North Carolina General Statutes And Ordinances Governing Municipal Financial Practices And Procedures, including municipal accounting And budgeting. The Director should be proactive, responsive, adaptable and an excellent problem-solver. Position prefers a Bachelor's Degree In Accounting, Business Administration, Public Administration or a related field and preferably 3-5 Years Of Local Government Finance Or Accounting Experience, or an acceptable combination thereof.

The Town offers a competitive benefits program, including health, dental, vision, paid vacation and sick leave. The expected Hiring Range is \$53,000 - \$72,000 based on relevant experience. Interested candidates should submit a resume and cover letter To: Town Of Oriental C/O Diane Miller, Town Manager, P.O. Box 472, Oriental, NC 28571. Applications will be accepted until the position is filled. EOE.