

Finance Director Job Vacancy

River Bend (population 3,100) in Craven County, just 5 miles from New Bern, seeks applicants for the position of Finance Director. Current Director is retiring after 24+ years with the town. This position is classified as exempt as defined by FLSA, responsible for performing complex planning, organizing, and supervisory duties in the Finance Department, and reports directly to the Town Manager. Work involves maintaining and reconciling the general accounting system and financial records of the town which includes accounts payable, accounts receivable, utility billing, collections, purchasing, payroll, grants and capital project accounting, and debt management. Performs risk management for the town's insurance programs and payroll-related HR. Position supervises one direct-report assistant. Assists Town Manager in preparation and development of approximately \$3 million annual budget. Position is responsible for coordinating the annual audit report process and development of the Annual Financial Report. Ideal candidate will possess a minimum of 5 years of experience in governmental finance and accounting and a 4-year college degree in accounting, finance or related field. Master's degree in accounting, finance, or business administration and/or local government finance officer certification or ability to obtain is preferred. Position is open until filled. First review of applications on August 6, 2021. Hiring salary range is \$61,000 - \$73,000 DOQ. Competitive benefits package includes medical insurance, local government employees' retirement system, and 401(k). Interested candidates must submit resume and cover letter to manager@riverbendnc.org or mail to Town Manager at 45 Shoreline Drive, River Bend, NC 28562. Visit <https://www.riverbendnc.org/employment-opportunities> for more details.