



The Town of Newport is currently recruiting a Finance Director. This position will work with the Town Manager, staff and Council to manage a solid financial system including all accounting functions. Work involves coordination of accounts payable, budgeting process, capital projects, purchasing, debt administration and special analysis. The Finance Director is responsible for being the key contact with the auditor and preparing various financial records, reports and fiscal analyses as needed. The Finance Director will advise and assist department in financial matters applicable to their departments and also make recommendations on employee benefits and benefit plans. The Town of Newport has a strong fund balance and FY20 budget is \$7,178,671 of which \$2,688,764 is Water/Sewer. Duties may include preparing and processing accounts payable, posting journal entries, payroll and bank deposits along with reconciling bank statements and cash reports. Additional responsibilities involve administration of financial software and general supervision.

Graduation from an accredited college or university with a bachelor's degree in accounting, business, finance, public administration or related field and considerable experience in public finance administration including supervisory experience; or an equivalent combination of education and experience preferred. Master's degree and/or certified local government finance officer a plus. Applicant must pass a background check and be bondable. Salary hiring range is \$63,274 to \$68,000; dependent upon qualifications. To apply, submit a cover letter outlining your experience, a current resume, and a Town of Newport employment application (available at www.townofnewport.com or in person or by mail to: Town of Newport P. O. Box 1869, Newport NC 28570 or email to Angela Christian (achristian@townofnewport.com). Position is open until filled.