

Assistant Manager / Finance Director

Plans & directs disbursement & accounting of revenues and expenditures, supervises financial services, accounting, customer service, collections, payroll, and human resources. Other duties include assisting with daily managerial duties and Zoning Administration. Must exercise considerable independent judgment and initiative in fiscal control and in directing customer service activities. Three to five years' experience in municipal finance required. Grant administration, supervisory experience, and familiarity with QS1 financial and billing software are preferred. Work is performed in accordance w/established municipal finance procedures, local ordinances, and NC General Statutes governing local government financial operations and under the general supervision of the Town Manager. Applications should be submitted no later than 5:00 PM on September 5, 2017 to ensure consideration; but will be accepted until the position is filled. Salary range: DOQ. Benefits include health, dental, local government retirement, 401(k) is available. Applications can be picked up at Town Hall at 908 SE Second Street, Snow Hill NC Monday-Thursday from 7:30am-5:30pm or downloaded from www.snowhillnc.com. Applicants should submit application and resume to: Dana Hill, Town Manager, Town of Snow Hill, PO Box 247, Snow Hill, NC 28580. EOE