

**TOWN OF FOUR OAKS  
JOB DESCRIPTION**

**POSITION TITLE: HUMAN RESOURCE AND FINANCE OFFICER**

**GENERAL DESCRIPTION OF DUTIES**

This position is responsible for all financial transactions for the Town including budgeting, utility billing, accounts payable, cash management and various other duties as assigned. The position is also responsible for all human resource duties of the Town including recommendations to the Town Clerk for conditions of employment, employee reviews, hiring, termination, promotion, and dismissals.

**DUTIES AND RESPONSIBILITIES**

- Maintain accurate records of the Town's financial transactions.
- Responsible for preparation of annual budget with input from all departments with review and approval by the Town Board.
- Review all requests for payment that have been prepared by the Town Clerk. Review checks and invoices and signs check register after Town Clerk enters and processes. Serve as an authorized check signer for all payments. All checks require two signatures. The Finance Commissioner reviews check register and Town Board approves monthly.
- Oversee & review daily deposits from collection of monies to the Town bank account.
- Responsible for processing the Electronic Federal Tax Payment System (EFTPS) weekly federal tax deposit. Generate & file report from computer.
- Handle correspondence and work with Auditor in preparing for fiscal year end audit.
- Compile all paperwork needed for new employee, retirement, 401K, 457B, federal and state withholding, NC New Hire withholding, and insurance. Input employee information and deductions into the computer.
- Prepare NC Child Support report and check.
- Work with Town Clerk on keeping track of activities and finances for Town grant funding awarded.
- Reconcile bank statements and post interest to general ledger.
- Responsible for preparing and submitting the NC Withholding form bi-weekly.

- Responsible for preparing and submitting NC 401K Reporting & NC Local Government Employees Retirement Report.
- Responsible for preparing and submitting the ESC Quarterly Tax & Wage Report.
- Responsible for preparing and submitting 941 Quarterly Federal Tax Report.
- Responsible for preparing and submitting the Quarterly Town Council Checks for Members.
- Responsible for preparing and submitting the NC Municipal Street Fiscal Data Report.
- Responsible for preparing and submitting the Powell Bill Expenditures Report.
- Responsible for preparing the submitting the Local Government Commission Semi-Annual Report of Deposits and Investments (Jan & July)
- Prepare and submit the NCDR Withholding Reconciliation.
- Prepare and submit the Municipal Certification-NCDR.
- Assemble hours worked for all employees, enter and process on computer with appropriate deductions, print the various reports, prepare, and disburse payroll checks. Department Heads review timecards and provide them to Town Clerk to process payroll. Most payroll checks are directly deposited. Two authorized check signers sign checks. Checks are disbursed. A copy of the check register is filed. Finance Commissioner reviews the check register.
- Review employee vacation, sick time and comp leave.
- Review/Report Census of Governments Survey of Government Employment
- Responsible for NCDL OSH Injury and Illness Survey
- Responsible for NCLM Workers Compensation Self-Audit
- NCLM Annual Survey of Municipal Salaries
- Handle all correspondence with NCLM Property/Liability and Workers Compensation Contact.
- Manage Employee Benefits Renewals
- Workers Compensation and Property & Liability Renewal

- Performs other duties as assigned and required. Ability to fulfill functions of other town administrative staff duties as needed.

### **SPECIAL REQUIREMENTS**

Possession of a valid driver's license issued by the State of North Carolina; must be bondable. Must be able to use a computer including work and excel, and phone. Ability to work well with the general public and fellow employees.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in business or accounting and 2 years of local government experience required. Associates degree in business or accounting and 5 year of local government experience, in lieu of bachelor's degree and 2 years experience. Detailed knowledge of local government fiscal requirements, general statutes, and basic governmental accounting principles. Experience without a degree will be taken into consideration.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information; including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to function in a clerical capacity for a group of workers; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to use, operate, and/or handle office equipment, such as a calculator, computer and printer, copier, and facsimile machine.

**Verbal Aptitude:** Ability to address public in courteous, polite, professional manner in a variety of situations. Greet customers in the office and on the phone and address problems with a fairness and consistency.

**Mathematical Aptitude:** Requires the ability to apply theoretical and conceptual mathematical data, and to make original applications of mathematical procedures using complex mathematical theories and conceptualizations.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and moderately heavy weight (20-40 pounds) occasionally. Tasks may involve extended periods of time at a keyboard or workstation.

**Dexterity:** Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment.

**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

### **PERFORMANCE INDICATORS**

**\*\*The work performance of employees of the Town of Four Oaks is routinely evaluated according to the performance criteria outlined herein:**

**Knowledge of Work:** Has thorough knowledge of the methods, procedures and policies of the Town of Four Oaks as such to pertain the performance of the essential duties of Human Resource and Finance Director.

**Quality of Work:** Maintains high standards of accuracy in performing duties and responsibilities; exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with which position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to Town Clerk and Finance Director with respect to vacation time and leave requests.

**Cooperation:** Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc. Suggestions and recommendations are offered to encourage and improve cooperation both intra- and interdepartmentally.

**Relationships with Others:** Shares knowledge with Department Heads and co-workers for mutual benefit; contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships, and external entities with which position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will; emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine; establishes priorities for the completion of work in accordance with sound time-management methodology; avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule; accordingly, attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Controlling:** Establishes and maintains a work environment, which is orderly and controlled. Has a clear and comprehensive understanding of established standards, methods, and procedures.

The Town of Four Oaks is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Four Oaks will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**\*\*Not currently being implemented but included in this description  
for possible future use by the Town of Four Oaks.**