

TOWN OF RICHLANDS

NORTH CAROLINA

Office of the
Town Clerk, Finance Officer
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Mailing Address:
P.O. Box 245
Richlands, N.C. 28574



The Town of Richlands is seeking qualified applicants for the position of Finance Officer/Town Clerk.

Performs managerial and professional duties in planning, organizing, and directing the financial activities of the Town; serves as the Town Clerk for the Richlands Board of Aldermen and performs administrative tasks for the Mayor and Aldermen. Additional duties and responsibilities include those typically performed by a Payroll Technician and Human Resources Officer.

The Finance Officer duties include payroll, accounts receivable, accounts payable, budgetary accounting, financial reporting, reconciliations, and assisting with annual audits. Responsible for maintaining the financial integrity of the town and ensuring compliance with all local, state, and federal regulations. Maintains financial records for each department and monitors revenues and expenditures. Performs new employee on-boarding and benefits administration. Maintains personnel files.

The Town Clerk duties include performing administrative work and serving as custodian of all official public records, preparing, and maintaining records and files. Recording meeting minutes, fulfilling public records requests, and posting public notices. Duties also include clerical duties and in the absence of the Administrative Support Specialist, collecting payments for ONWASA, greeting visitors and citizens, and answering the telephone.

Knowledge, Skills, and Abilities

Knowledge of North Carolina General Statutes specific to the duties and responsibilities of local government financial operations, purchasing, contracts, and bidding.

Knowledge of North Carolina General Statutes specific to the Board of Alderman and public personnel law.

Knowledge of municipal accounting, purchasing, and budgeting procedures.

Accuracy, thoroughness, and attention to detail.

Qualifications

Valid North Carolina Driver's License.

Ability to obtain a NC State Notary License.

Minimum of 2 years of experience in Municipal or Government Finance (preferred), Accounting, or Bookkeeping.

Ability to maintain confidentiality of personnel records and discussions.

Strong verbal and written communication skills.

Learn More:

Position open until filled.

More information about the Town of Richlands is available at www.richlandsnc.gov.

The Town of Richlands is an equal opportunity employer.