

Revised 2020

Finance Officer (Part Time), Village of Marvin – The Village of Marvin, North Carolina (pop. 6,967) is seeking a highly motivated, self-directed, and experienced Finance Officer. The Finance Officer reports to the Manager and works in partnership with all Village departments to provide financial leadership. The Finance Officer is responsible for effective administration and management of the Village’s financial planning, reporting, audit, cash flow management, general accounting functions, fixed asset inventory, capital projects, and financial data. This position works closely with the Manager and Council on financial policies and prepares, analyzes, and monitors the Village’s operating and capital budgets. Working knowledge of QuickBooks and/or governmental accounting software required. Bachelor’s Degree from an accredited college in accounting, finance, business administration or a related field; and two (2) years of professional experience in accounting and budgeting in a comparable size organization. Preference given to candidates with North Carolina municipal experience. Candidates should apply to the Village of Marvin by July 1, 2020 with résumé and cover letter to manager@marvinnnc.org or mail to Manager, 10004 New Town Rd., Marvin, NC 28173. P/T Salary \$42,000. EOE.