

TOWN ADMINISTRATOR PART TIME

The Town of Weldon, North Carolina is seeking a highly motivated and qualified candidate to serve as part time **Town Administrator**. Responsibilities of this position include but are not limited to:

- assisting the Board of Commissioners in the development of the annual budget including revenue and expenditure projections, proposed fees, employee compensation and benefits
- supervising the financial management of the Town, maintaining the general ledger and facilitating the annual audit process
- supervising accounts receivable, accounts payable, payroll, utility billing, fixed assets, risk management and customer service
- preparing and submitting a monthly financial statement to the Board of Commissioners and completing all required state and federal financial reporting
- participating in special projects as assigned by the Board of Commissioners

Preferred qualifications include prior experience as a Town Administrator or Finance Director. Experience with budgeting and governmental accounting is required. Proficiency in MS Word is required and proficiency in Publisher, Excel and LOGICS is preferred.

A successful candidate must have excellent organizational and follow through skills, the ability to handle multiple jobs simultaneously and the ability to work well with coworkers, members of the public and the governing body in a professional and courteous way. The salary range is based upon qualifications and experience.

Please submit application and resume to Mayor Julia Meacham, Town of Weldon, 109 Washington Avenue/P. O. Box 551, Weldon, NC 27890. The Town of Weldon is an EOE.