



THE TOWN OF EATONVILLE

NEW POSITION

Division/Department: FINANCE

Location: TOWN HALL

Job title: COMPTROLLER/AUDITOR

Reports to: MAYOR

Level/Grade: K-11

POSITION# 513

SALARY-

Hourly: \$20.00 - \$25.00

Type of position:

Full-time

Part-time

Contractor

Intern

Hours: 25/per week

Exempt

Non-exempt

POSITION SUMMARY: Internal controls are the structure of information management as well as the decisions and planning that ensure an organization of goods and services to the Town are met and maintained. Performs regular accounting tasks in the organization, to include but not limited to: monitoring payroll process, monitoring accounts payable and receivables, preparing monthly income statements, to report to Town Council as needed and supervising staff, Monitoring all aspects of the accounting functions in Finance.

ESSENTIAL JOB FUNCTIONS: Monitoring and controlling cash flow; developing and maintaining a company's financial policies and procedures; creating and completing financial reporting systems (daily/weekly/monthly/quarterly/annually). Overseeing payroll and accounts receivable and payables. Monitoring debts/credits, overseeing payroll and accounts receivable and payables; managing any outsourced financial activities.

ESSENTIAL JOB FUNCTIONS- (NOTE): The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

KNOWLEDGE ABILITIES AND SKILLS: Financial controls are part of municipal organizations daily expenditures, forecasting projected revenues, creating generating revenues for the municipalities, ensuring polices and procedures and being followed. Monitoring the Towns Budget expenditures; creating capital improvements for the Town. Developing policies, managing fiscal operations, oversee all polices and procedures, and recommend system changes when needed.

MINIMUM QUALIFICATIONS: Graduation from an accredited college with a Bachelor's degree in Finance or Accounting, or a Master's Degree in Business Administration, five (5) years of progressive experience in accounting, at least one (1) of which must have involved supervisory level is desirable. A combination of education and experience that provides evidence of mastery of the same body of knowledge and sufficiently demonstrates equivalent experience may qualify an applicant for consideration.

Interested candidates submit resumes' to: Town Clerk; cwilliams@townofeatonville.org