

The Town of Jamestown, North Carolina
is seeking a
Grants Administrator/Financial Analyst



Jamestown Public Library



Jamestown, North Carolina
"The Pivot of the Piedmont"

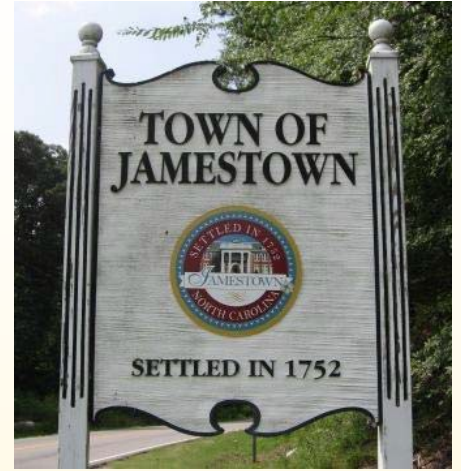


INTRODUCING JAMESTOWN

The Town of Jamestown, centrally located in Guilford County, is ideally situated between the cities of Greensboro and High Point.

Founded in 1816 and named after Quaker James Mendenhall, Jamestown is nestled within minutes of the bustling Triad. Our quaint restaurants, desirable shops, welcoming neighborhoods and involved citizens make Jamestown one of North Carolina's gems.

The Town is a full service community that consists of approximately 3 square miles with a growing population of just over 4,000. Here you will find the charm of a community full of friendly faces and a helping hand, complemented by the amenities that a larger city has to offer.



■ KEY SERVICES

- Water & Sewer
- Solid Waste & Recycling
- Police & Fire Protection
- Planning
- Golf Course
- Parks & Recreation
- Street Maintenance



Selected Demographic Comparison Data

	Jamestown	NC
Median Age	46.7	38.6
Homeowners	73%	65%
Average Household Income	\$61,107	\$52,413
Average Home Value	222,200	165,900
% of adults with Bachelor's Degree	28.3%	19.6%

Jamestown's Mission Statement

The Town of Jamestown will provide excellent services through the departments of Administration, Finance, Public Services, Parks and Recreation, Planning, along with maintaining good contacts for both fire and police protection.

Town Government

Jamestown operates under the Council-Manager form of government, with the Town Council serving as the governing body of the Town and the Town Manager serving as the Chief Administrative Officer.

Town Council

The Town Council is comprised of four members elected at-large and one elected Mayor, all of whom are elected in nonpartisan elections. The Mayor and Councilmembers will begin serving staggered terms in 2021.

Finance Department

The Finance Department consists of a Finance Officer, Deputy Finance Officer, Utility Billing and Collections Manager and two Accounting Technicians.

For additional details on the Town of Jamestown and the community, please visit: www.jamestown-nc.gov.



The Grants Administrator/Financial Analyst will ensure compliance with Uniform Guidance as well as other federal, state, and local regulations and ordinances and NC General Statutes.

The ideal applicant is self-motivated, well-organized, thrives in a collaborative but small-staff environment, and can think both linearly and strategically.



EDUCATION & EXPERIENCE

Required:

A Bachelor's degree in accounting, public administration, finance or a related field.

Must have experience in finance and grants administration.

Excellent communication and customer service skills are required with a proven ability to work effectively with both private and public sectors.

The ideal candidate:

Considerable knowledge of both grant writing and application process as well as grant funding sources and reporting requirements.

Working knowledge of current federal, state and local government grant programs.

Demonstrate awareness of broad issues and management trends and evaluate the impact of policy and procedure changes required for internal and external grant management.

Hiring range: \$62,000-\$75,000 depending on qualifications.



Grants Administrator / Financial Analyst Position

The Grants Administrator position will be a new position and is precipitated by the ongoing growth in our community. The Grants Administrator/Financial Analyst will perform specialized accounting and data processing tasks and will assist with the administration and maintenance of the Town's grants and special projects accounting, budgeting, revenue collection and auditing functions.

The employee must exercise independent judgment and considerable knowledge to apply generally accepted accounting principles and Town policy in daily operations. Employee must have keen analytical and organizational skills to work effectively. The employee will have a variety of public contact with elected officials, external examiners and auditors, and the general public.

The Grants Administrator/Financial Analyst will act as a resource for other Town employees, the Town Manager and Town Council in the appropriate implementation and maintenance of grant and special project matters.

Work is performed under the general direction of the Finance Director and is evaluated through observation, review of records and reports. This classification is considered non-exempt for purposes of compliance with the Fair Labor Standards Act.

Compensation and Benefits

- Salary anticipated to be in the **\$62,000—\$75,000** range, depending on qualifications and experience.
- NC Local Government Employee Retirement System (LGERS)
- 401K, with at 5.0% contribution by the Town.
- Fully paid health benefits—medical, dental, and vision for the employee. Spouse and family coverage available for a cost.
- Vacation and sick leave
- Life Insurance



ESSENTIAL SKILLS

Considerable knowledge of the general principles of financial management and generally accepted accounting principles and/or grants administration practices.

Considerable knowledge of current federal, state and local government grant programs.

Ability to prepare written findings and present recommendations supported by facts and to prepare and analyze financial information involving existing issues pertaining to the subject area and to present it in oral and/or written form.

Considerable project management skills to work as a team to develop new processes and procedures based upon changes in laws and regulations or industry practice.

Ability to organize and format reports to comply with applicable guidelines. Ability to review and document compliance with laws and regulations.



Please **mail** a cover letter, resume and salary history to:

Town of Jamestown Grants Administrator/
Financial Analyst Search

Attn: Karen Strausser

PO BOX 848

Jamestown, NC 27282

Email submissions will not be considered

The Town of Jamestown is an equal opportunity employer. This position will be considered open until filled. Priority consideration will be given to those who apply on or before **March 1, 2023**.



Town of Jamestown, NC—Grants Administrator/Financial Analyst

For additional information:

Town of Jamestown

Judy Gallman, CPA
Finance Officer

PO BOX 848

Jamestown, NC 27282

P: 336-454-7386

E: jgallman@jamestown-nc.gov