



## CITY INFORMATION

115 N. Main Street, Belmont, NC 28012

Established: 1895

Population: 12,495

Number of Full Time Employees: 154

## CITY COUNCIL MEMBERS

Mayor: Charlie Martin

Mayor Pro Tem: Jim Hefferan

Councilman: Ryan Schiff

Councilwoman: Martha Stowe

Councilman: Marc Seelinger

Councilman: Richard Turner

## MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

## WHO ARE WE?

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

## DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and a craft brewery in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

## RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.





## COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

## CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy free concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.







## DEPUTY FINANCE DIRECTOR

**Salary: Minimum \$50,731 – Maximum \$76,833**

**Employment Posting: July 22 – August 7, 2020**

**GENERAL STATEMENT OF DUTIES:** Plans, organizes, and performs difficult financial reports, budgetary accounting, budget preparation, research, payroll records; prepares financial reports in the billing and collection of utility bills and other revenues; performs related duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position performs a variety of tasks in the implementation of policies and programs related to financial management, research, and special projects. This person assists the Finance Director in planning and preparing the operating budgets for all departments and is responsible for budget administration and modification. Work is performed under the general supervision of the Finance Director and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

### **ESSENTIAL JOB FUNCTIONS:**

Maintains general ledger accounts, budgetary accounting records, and financial statements on a current basis.

Performs daily financial activities in payroll, accounts payable, and accounts receivable.

Disburses City funds upon approval, following established procedures.

Assists in collecting, compiling, documenting, and analyzing revenue and expenditure data.

Prepares and assembles appropriation requests.

Assists Finance Director in preparation of the Annual Operating Budget; prepare forms for department personnel to utilize during budgeting process; assists department personnel in collecting, compiling, documenting, and analyzing revenue and expenditure data; enters final budget into Accounting System.

Assists in the preparation of budget amendments throughout the year.

Prepares entries and reconciles bank accounts to general Ledger.

Reviews investments and interest earnings and make appropriate recommendations and transfers.

Prepares all required State and Local Government Commission financial reports including "Cash Deposits and Investments Reports, Annual Financial Information Reports, Sales Tax Refund Reports, and TR-2 Tax Reports".



Assists auditors in Annual Audit Report; prepare required audit schedules to assist in the preparation of financial statements.

Prepares and posts adjusting and recurring journal entries and updates to general ledger accounts for monthly revenue and expenditure transactions.

Prepares year-end accruals and adjustments; prepares reversing entries and closing of the general ledger.

Posts County Ad Valorem and Vehicle Tax receipts to general ledger.

Prepares monthly financial statements for City Manager, Mayor and Council.

Maintains fixed asset system records.

Performs any other duties that may be required or authorized by the Finance Director.

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include reaching, standing, fingering, grasping, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures, use computer, and do extensive reading. An employee in this position is not substantially exposed to adverse environmental conditions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles and practices of public personnel, financial, and budgetary administration, and financial accounting and control systems; ability to analyze facts, programs, trends, and costs and make recommendations and comprehensive reports in oral and written form; ability to help develop long term plans and goals for the City and provide management with costs and implementation schedules and strategies; ability to communicate effectively with managers, government officials, employees, and the general public; ability to maintain the confidentiality of all activities and management decisions.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of an undergraduate degree from an accredited college or university, preferably with completion of a Master's degree in Public or Business Administration or related field, and considerable experience in finance, personnel, public policy or related public sector activities; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Pre-Employment Drug Screening Required and Criminal Background Check will be required.

Equal Opportunity Employer

How to Apply: Submit application with resume online at [www.cityofbelmont.org](http://www.cityofbelmont.org) or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012.