

## 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.



## 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

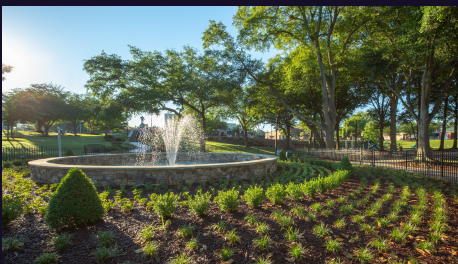
City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

## 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.





## **SENIOR CUSTOMER SERVICE AND UTILITY BILLING CLERK**

### **Finance Department**

**Salary Grade 13 – Minimum \$39,820 – Maximum \$59,730**

**GENERAL STATEMENT OF DUTIES:** Performs responsible work assisting and supporting the customer service and utility billing, finance functions of the city; does related work as required. Work is performed under the general direction of the Finance Director and Deputy Finance Director.

**DISTINGUISHING FEATURES OF THE CLASS:** This person assists the Finance Director and Deputy Finance Director in planning, organizing, and directing financial activities of the City and Utility activities. Work involves applying established accounting procedures, the processing of accounts payable and basic fund accounting, preparation of monthly utility bills, adjustments, principles of bookkeeping, An employee in this position performs a variety of tasks and assist the customer service and utility billing clerks. Independent judgment and initiative are required in the performance of duties Work is performed under the general supervision of the Finance Director/Deputy Finance Director and is evaluated through conferences, accuracy and completeness records and books, and independent audit of financial statements.

**ESSENTIAL JOB FUNCTIONS:** Receives escalated customer inquiries or complaints related to bills and services or payment on account; Ensures a strong customer service orientation and ensures accuracy and timeliness of all customer service and collections for the city services; Contributes to the preparation of financial statements by compiling data to provide reports related to water and sewer customers; Assists contracted auditors in the review of financial operations by furnishing necessary data related to water and sewer; Performs daily financial activities in the accounts payable and receivable, budgetary accounting and financial reporting functions; updates purchase orders; Assists with any other general office duties including, assisting public, preparing and keying journal entries, and reconciling account activity; Performs all other duties as determined by the Finance Director and Deputy 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 talking, and hearing. Sufficient visual acuity is required to prepare and analyze data and figures, and use a computer terminal, perform accounting processes, and do

extensive reading. An employee in this position is not substantially exposed to adverse environmental conditions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Working knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures; thorough knowledge of the principles and practices of public finance administration, including principles and practices of the municipal accounting; considerable knowledge of the principles and practices of automated financial accounting and control systems and their use in a municipal environment; ability to analyze complex financial systems and formulate and install accounting methods, procedures, forms, and records; knowledge of bookkeeping terminology, methods, procedures and equipment; ability to deal effectively with the public in a tactful and effective manner; ability to create and maintain accurate records, reports, and files in support of a cash receipt and customer oriented operations; maintain effective working relationships with the public, department heads, governmental officials, and with other City employees; ability to maintain the accuracy and thoroughness of all financial records and reports.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of an Associate degree in Accounting, or preferably a bachelor's degree, and two years' experience in local government accounting or finance; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

***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. Pre-employment drug screening & Criminal background check are required.