



CITY INFORMATION

115 N. Main Street, Belmont, NC 28012

Established: 1895

Population: 15,010

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.





FINANCE DIRECTOR

Salary: Minimum \$71,512 – Maximum \$107,268

Employment Posting: September 3, 2021 – until filled

GENERAL STATEMENT OF DUTIES: Performs complex, professional, and difficult administrative work in planning, organizing, and directing the financial activities of the City; supervises activities of financial staff positions; and performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans and directs the disbursement and accounting of revenues and expenditures for the City. Work involves supervision of the budget, purchasing, accounting, utility billing, general revenue collections, and payroll operations. This employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances, and North Carolina General Statutes governing the responsibilities of local government financial operations. Work is performed under the general supervision of the City Manager and is evaluated through periodic conferences, observation of results achieved, reports, and by an independent audit of financial records.

ESSENTIAL JOB FUNCTIONS: Plans, organizes, and directs the financial operations of the City, including disbursement and accounting of municipal funds, billing, purchasing, preparation of the payroll and maintenance of payroll and time records, and preparation of monthly, quarterly, and annual reports; supervises staff assisting with these duties.

Assists the City Manager and Assistant City Manager in the preparation of the annual operating and capital budgets; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formulation of City financial policy development.

Oversees receipt and disbursement of City funds; administers the City's cash management and debt management programs.

Reviews and monitors ongoing administration of budget; monitors revenues and expenditures; reviews budget system and financial conditions and develops methods of improvement.

Assists the auditors during the annual audit of City financial records; follows up on findings to improve financial systems.

Maintains general accounting systems for the City; maintains financial records for each department; maintains separate accounts for items of appropriation in the budget, including

the amount of appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.

Submits periodic statements to the City Manager and the City Council on the financial condition of the City.

Oversees the City's debt service; ensures proper payment schedules are followed.

Performs any other related duties that may be required or authorized by the City Manager.

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, operate 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: Thorough 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 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; ability to plan, organize, direct, and evaluate the work of subordinate employees; ability to design and prepare analytical or interpretative financial statements; ability to conduct long range financial planning; ability to establish and 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, ability to appropriately maintain the confidentiality of all activities and management discussions.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from a four-year college or university with a degree in accounting or finance and considerable experience in public finance administration, including supervisory experience, or an equivalent combination of education and experience which provides the required knowledge, skills and abilities. Candidates with at least two years of experience serving as a finance director or deputy finance director will be preferred.

Pre-Employment Drug Screening is required, and an applicant paid Criminal Background Report.

Equal Opportunity Employer

How to Apply: Submit Application with resume online at www.cityofbelmont.org/jobs or mail application and resume to: City of Belmont, Attn: HR Department, PO Box 431, Belmont NC 28012.