

Job Title: Town Administrator / Finance Officer / Town Clerk

Location: Town of Vass, North Carolina

Position Type: Full-Time

Salary Range: Competitive salary based on qualifications and experience; benefits package included.

Position Overview

The **Town of Vass** is seeking a highly organized, motivated, and community-oriented professional to serve as **Town Administrator/Finance Officer/Town Clerk**. This position plays a critical role in the daily operations of municipal government and works closely with the Mayor and Board of Commissioners to implement policies, manage finances, maintain official records, and oversee zoning and development activities.

The ideal candidate will demonstrate strong administrative, financial, and organizational skills while maintaining a high level of professionalism and public service.

Key Responsibilities

Town Administration

- Coordinate and oversee day-to-day municipal operations.
- Implement policies and directives established by the Mayor and Board of Commissioners.
- Prepare agendas, reports, and supporting materials for board meetings.
- Serve as a liaison between elected officials, town staff, contractors, and the public.

Finance Management

- Serve as the Town's Finance Officer in accordance with North Carolina General Statutes.
- Maintain accurate financial records and oversee all municipal accounting functions.
- Prepare and manage the annual town budget in collaboration with the governing board.
- Monitor revenues, expenditures, and financial reporting.
- Coordinate with auditors and ensure compliance with financial regulations.

Town Clerk Duties

- Maintain official municipal records, ordinances, and resolutions.
 - Prepare and record minutes for Town Board meetings.
 - Ensure compliance with public records laws and records retention requirements.
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Qualifications

Minimum Qualifications

- Associate's or Bachelor's degree in **Public Administration, Business Administration, Finance, or a related field**, or equivalent relevant experience.
- Experience in **municipal government administration, public finance, or clerical management**.
- Knowledge of **North Carolina municipal laws and procedures** is highly desirable.
- Strong written and verbal communication skills.
- Ability to manage multiple responsibilities in a small-government environment.
- Proficiency with standard office software and financial management systems.

Preferred Qualifications

- Master of **Public Administration, Business Administration, Finance or a related field**.
- Experience serving as a **local government finance officer**.
- Knowledge of **zoning and land-use administration**.
- Experience working directly with elected boards or councils.
- Experience working with State or Federal Grants.

Skills and Competencies

- Strong organizational and time-management skills.
 - Attention to detail and accuracy in financial and legal documentation.
 - Ability to interact professionally with elected officials, residents, and stakeholders.
 - Sound judgment and decision-making ability.
 - Commitment to transparency, accountability, and community service.
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How to Apply

Interested candidates should submit the following:

- Resume
- Cover letter outlining relevant experience
- Professional references

Applications may be submitted to:

Town of Vass

P.O. Box 487

Vass, NC 28394

or

vassnc@townofvass.com

Application Deadline: Open until filled.

The Town of Vass is an Equal Opportunity Employer.