

Employment Opportunity

Town of Sylva Finance Officer

The Town of Sylva is seeking a qualified and motivated professional to serve as Finance Officer and Deputy Tax Collector.

The Finance Officer performs professional financial, accounting, budgeting, and tax collection functions for the Town. The position is responsible for the integrity of the Town's financial management system and for governmental accounting and reporting, budgeting and long-range financial planning, internal controls and preaudit compliance, cash and investments, debt and capital financing, grants, procurement administration and finance-administered customer service functions. The position works with Town management and departments to translate organizational priorities into financially sound, practical, and compliant approaches; identifies material financial and compliance risks; and recommends alternatives that allow objectives to move forward within applicable requirements. The position also serves as the Deputy Tax Collector, assisting with current and delinquent property tax billing and collections and providing information and assistance to the public.

Key Responsibilities

- Manage daily financial and accounting activities, including receipts, disbursements, journal entries, deposits, budget amendments, and general ledger transactions.
- Reconcile monthly bank statements and ensure the accuracy and completeness of financial records.
- Prepare financial statements, tax reports, budget reports, and other reports required by the Town, State, and other agencies to communicate the Town's financial condition and performance.
- Assist the Town Manager with preparation of the annual operating budget, including revenue projections, trend analysis, and expenditure monitoring.
- Monitor departmental budgets and capital projects throughout the fiscal year.
- Perform pre-audits and ensure expenditures have appropriate budget authorization.
- Oversees financial administration and reporting for capital project funds, capital reserve funds, grants, and major initiatives; reviews grant submissions for financial feasibility and compliance and approves them prior to submission; and ensures appropriate accounting, reimbursement, reporting and closeout.
- Maintain the Town's budgetary accounting records and fixed asset records.
- Assists with purchasing, contracts, bidding and local government procurement methods.
- Manages cash, liquidity, banking relationships, and the Town's investment program; monitors the Town's cash position, forecasts cash flow, transfers funds as needed to meet obligations and invests idle funds in accordance with N.C.G.S 159-30.
- Assist with grant accounting, capital projects, debt financing, property, casualty, and liability insurance management, OPEB, and law enforcement separation allowance processes.
- Coordinate the Town's annual financial audit and work with contracted auditors to provide requested documentation and follow up on audit recommendations.
- Serve as Deputy Tax Collector and assist with current and delinquent ad valorem tax billing and collections.
- Assist with tax collection activities, including debt setoff, garnishments and attachments, online payments, vehicle tax processing, and research of deeds and other records.
- Perform month-end and year-end accounting and closing procedures.

- Manages the sale of surplus capital assets through GOVDEALS.
- Provide backup support for payroll, benefits administration, accounts payable, and other administrative functions as needed.
- Oversees internal controls to safeguard financial integrity and ensure adherence to established guidelines.
- Provide courteous and professional assistance to citizens regarding financial, tax, and other Town services.
- Perform other related duties as assigned.

What We're Looking For

The ideal candidate will have:

- Strong knowledge of accounting principles and practices.
- Knowledge of municipal finance, budgeting, purchasing, and public-sector accounting.
- Knowledge of North Carolina laws and procedures relating to ad valorem tax billing and collection.
- Strong analytical, organizational, and problem-solving skills.
- Excellent attention to detail and accuracy.
- Proficiency with financial/accounting software, databases, spreadsheets, and other technology.
- Strong communication and interpersonal skills.
- A commitment to excellent customer service.
- The ability to exercise sound independent judgment, maintain confidentiality, uphold high ethical standards, communicate effectively, and produce accurate and timely work.
- The ability to work collaboratively with Town staff, elected officials, department heads, auditors, governmental agencies, and the public.
- The ability to manage multiple priorities and meet deadlines while maintaining accurate financial records.
- The ability to work effectively in a fast-paced and changing environment; quickly analyze complex or unfamiliar issues; develop practical alternatives; and support timely organizational decisions without compromising statutory, financial, ethical, or internal-control requirements.

Education & Experience

Bachelor's degree from an accredited college or university with a major in accounting, finance, business administration, public administration, or a related field, with a degree in accounting preferred. Considerable professional experience in finance and accounting in a public-sector environment is preferred.

An equivalent combination of education and experience may be considered.

Certifications

Local Government Finance Officer Certification through the UNC School of Government is strongly preferred and will be required once employed. The successful candidate will be required to obtain or maintain Notary Public certification. Must be able to obtain and maintain a true accounting and faithful performance bond as required by NC General Statutes.

Why Join the Town of Sylva?

This is an opportunity to play a key role in the financial operations of a North Carolina municipality. The Finance Officer works closely with the Town Manager, Board, employees, auditors, and members of the public and has the opportunity to contribute directly to responsible financial management and effective delivery of Town services.

Physical Requirements

This position primarily involves sedentary office work and extensive computer use. The employee must be able to perform the physical and visual requirements associated with accounting, data entry, document preparation, reading, and operating standard office equipment.

Salary

The hiring range is \$83,834 - \$104,793 (Salary Range up to \$125,751) annually and starting salary will be dependent on qualifications and prior experience.

To Apply

Interested candidates should submit a completed Town application, resume, and cover letter to:

Town of Sylva
Attn: Finance Officer Vacancy
83 Allen Street
Sylva, NC 28779

Completed application packets may also be emailed to townmanager@townofsylva.org.

Applications are available at Town Hall, 83 Allen Street, Sylva, NC, or online at www.townofsylva.org.

Application Deadline: October 16, 2026

Position Open Until Filled.

The Town of Sylva is an Equal Opportunity Employer.