

Finance Officer / Clerk to the Board

Employer: Maggie Valley Sanitary District

Location: Maggie Valley, North Carolina

Position Type: Full-Time

Maggie Valley Sanitary District (the District) is seeking a qualified **Finance Officer / Clerk to the Board** to oversee the District's financial operations, compliance, and reporting functions. This position serves as the chief financial administrator and a key advisor to the District Manager and Board, ensuring compliance with **GAAP**, the **North Carolina Budget and Fiscal Control Act**, **Local Government Commission (LGC)** requirements, and applicable federal and state regulations.

Duties and Responsibilities

- Direct and manage all financial operations and accounting records of the District.
- Safeguard District assets and ensure strong internal controls.
- Supervise administrative staff performing financial and billing functions.
- Review and approve disbursements in accordance with pre-audit requirements.
- Monitor daily cash activity and review monthly bank, payroll, A/R, A/P, and balance sheet reconciliations.
- Prepare and present GAAP-compliant monthly financial statements to management and the Board.
- Lead budget preparation, budget amendments, and ongoing budget-to-actual monitoring.
- Provide financial analysis, forecasting, and long-term financial planning support.
- Oversee compliance with federal and state grants, including FEMA and other funding programs.
- Serve as primary liaison with external auditors and manage year-end audit preparation.
- Develop, implement, and maintain financial policies, procedures, and internal controls.
- Evaluate and improve financial systems and processes, including opportunities for automation.

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or a related field; **or** five (5) years of equivalent experience with governmental or public sector financial management.
- Considerable knowledge of governmental accounting, GAAP, and public finance requirements.
- Experience with the North Carolina Budget and Fiscal Control Act and LGC requirements preferred.
- Experience with federal and state grant compliance preferred.

Knowledge, Skills, and Abilities

- Strong analytical, organizational, and problem-solving skills.

- Ability to communicate financial information clearly to elected officials, management, and the public.
- High level of accuracy, integrity, and attention to detail.
- Ability to work effectively with staff, auditors, and regulatory agencies.

Working Conditions

- Regular on-site presence required
- Attendance at Board meetings and occasional evening meetings required.

Salary Range: Salary will be determined based on knowledge and experience.

Application Deadline: March 18, 2026

How to Apply: Please email resumes to jherbert@mvsdh20.com with the subject line Resume