

THE CITY ORGANIZATION



The City of Havelock, incorporated in 1959, operates under a council-manager form of government. The governing body includes the mayor and five commissioners, elected at large. With the support of 130 full-time, dedicated staff, Havelock works collaboratively to enhance the quality of life of its community members and deliver efficient, high-quality services while providing for growth and responsible development. The city is committed to upholding a culture of excellence by providing open communication, accountability, and leadership through stewardship for its community members, visitors, and future generations.



RESPONSIBILITIES

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REQUIREMENTS



A bachelor's degree in accounting, finance, business, public administration, or related field is required. A master's degree, Certified North Carolina Local Government Finance Officer designation, or Certified Public Accountant (CPA) are preferred. Also required for this position is 5 - 7 years of progressively responsible and broad-based professional experience managing financial and accounting functions for a local government or private industrial organization. An equivalent combination of education, training, and experience will be considered. North Carolina Local Government Finance Officers Certification is required within one year of hire, contingent upon the availability of the courses. Must have the ability to be bonded and possess a valid driver's license in the State of North Carolina.

The Finance Director will lead a team of seven, including four team members in utility customer service, to uphold the city's principles of excellent service. The Finance Department also oversees the annual budget process and assists the City Manager with budget management and preparation. Additionally, bidding, banking, auditing services, property, and worker's compensation insurance fall under their control. The Customer Service Department, also housed within the Finance

THE IDEAL CANDIDATE

Strong visionary leadership, collaborative team management and development, effective decision-making and problem-solving, emotional maturity, communications skills that create transparency, strong commitment to service, customer and community relations are all important components of the successful candidate. The City values high ethical standards, willingness to learn about and effectively engage with the military interest in the community, and interest and skill in economic development.





COMPENSATION

Salary range is \$130,000 - \$185,000 depending on qualifications. The most recent Manager's salary was \$158,000. The City also has a very competitive benefits package.



APPLICATION PROCESS

Applicants can find an employment application form and instructions at themapsgroup.com. To apply, please download the employment application, complete it, and email it to bveazey@themapsgroup.com. You may attach a resume if you wish. If you are concerned about email security, you may send the printed application via US Postal or other mail service. **Deadline for receipt of applications is September 10, 2021.**

Equal Opportunity Employer

Recruitment handled by

*The MAPS
Group*

