

Town of Kenansville

Position Description

Job Title: Finance and Administrative Assistant (Full-Time)

Department: Administration

Date: August 1, 2025

FLSA Status: Non-Exempt

Reports To: Town Manager

Job Overview

The Town of Kenansville is seeking a dependable, detail-oriented Finance/Administrative Assistant to oversee and execute the Town's financial operations. This full-time position requires a professional with experience in governmental accounting, budgeting, grants management, and financial reporting. Familiarity with FMS/Southern Software is a plus. This candidate will be responsible for maintaining the financial integrity of the Town and ensuring compliance with all local, state, and federal regulations. Experience with grants, particularly tracking, reporting, and assisting with applications, is not required but is preferred for this position.

Key Duties & Responsibilities

- Oversee all financial functions, including accounts payable, credit card charges and purchasing.
- Process and reconcile vendor invoices, statements, and payments using FMS/Southern Software.
- Maintain and monitor general ledger accounts and financial reports.
- Assist, when necessary, with customer billing, payment reconciliation, and collection of delinquent accounts.
- Prepare and manage monthly purchasing card reconciliations and ensure supporting documentation.
- Maintain accurate and organized financial records and files.
- Perform regular financial reporting and assist with audit preparation and response.
- Assist in developing the Town's annual budget and monitor expenditure throughout the fiscal year.
- Track and manage grant funding, including reporting, compliance documentation, and assisting in applications.
- Identify and implement improvements in financial processes and internal controls.
- Ensure compliance with applicable laws, policies, and financial procedures.
- Perform other financial and administrative tasks as assigned by the Town Manager.

AUGUST 1, 2025

Qualifications

- High school diploma or equivalent required; Associate or Bachelor's degree in accounting, Finance, or related field preferred.
- Minimum of 2 years of experience in municipal or government finance, accounting, or bookkeeping.
- Experience with FMS/Southern Software is required.
- Knowledge of and experience with grant management is strongly preferred.
- Solid understanding of government fund accounting and financial reporting standards.
- Proficiency in Microsoft Office applications (especially Excel, Word, and Outlook).
- Excellent problem-solving, organizational, and time management skills.
- Strong verbal and written communication skills.
- Ability to work independently and maintain confidentiality.

Salary

Salary is dependent upon experience and qualifications. This position includes a competitive benefits package.

Physical Demands and Work Environment

Work is primarily performed in an office environment. Occasional lifting of up to 25 pounds may be required. Regular use of computers and office equipment. Periods of sitting, standing, and walking are expected. Work environment is typically quiet to moderate.

How to Apply

Interested applicants should submit a resume and cover letter to:

Town of Kenansville

Town Manager: Anna West

Email: manager@kenansville.org

Applications will be reviewed on a rolling basis until the position is filled.

The Town of Kenansville is an Equal Opportunity Employer and does not discriminate based on race, gender, age, religion, national origin, disability, or any other protected status.