

## **JOB ANNOUNCEMENT – VILLAGE OF MISENHEIMER MANAGER / CLERK (UPDATED)**

### ***About the Position:***

The Village of Misenheimer seeks an experienced and motivated professional to serve as Village Manager / Clerk. Under the direction of the Mayor and Village Council, the Village Manager / Clerk implements policies and enforces all municipal laws and regulations for the benefit of the community. The successful candidate must exhibit a wide range of experience across core functions needed to keep a municipality running smoothly. Individuals with a solid accounting background and proven experience managing financial operations will be most successful in this role.

### ***About our Community:***

The Village of Misenheimer is a community of approximately 650 residents in northern Stanly County. The Village is very proud to be the home of two exceptional educational institutions in North Carolina – Pfeiffer University and Gray Stone Day School. With easy access to Albemarle, Salisbury, Concord and Charlotte, the Village offers the perfect balance of work, life and recreation. Village offices are conveniently located on the Pfeiffer University campus and share space with the Misenheimer Police Department.

### ***Desired Attributes and Experience:***

Experience with the principles and practices of local government management including: accounting, budgeting, financial management, general administration, municipal operations, and clerk functions specifically with the ability to:

#### ***Budget & Financial Management:***

- Prepare monthly bookkeeping, bank reconciliations, and financial reports using QuickBooks
- Submit and monitor municipal and grant budgets; compile financial records and facilitate the annual audit
- Ensure timely completion and submission of all required reports

#### ***Municipal Operations:***

- Support Village operations through effective administrative planning and organizational management
- Supervise administrative staff to ensure efficient public service delivery
- Oversee human resources functions, including employee benefits and outsourced payroll

#### ***Clerk Functions:***

- Perform administrative functions of the Village Clerk (preparing related meeting agendas, packets and minutes)
- Coordinate meetings, public communications, and community initiatives
- Prepare reports, maintain municipal records, and ensure compliance with local policies and procedures.

**Public Administration:**

- Demonstrate outstanding interpersonal skills, fostering strong connections and maintaining an approachable, active presence within the community
- Ensure smooth coordination of organizational functions between Village officials and external stakeholders
- Work to cultivate and establish strong working relationships with elected officials, staff, community leaders, neighboring communities and the general public
- Analyze problems, identify alternative solutions and impacts, and anticipate the outcome of proposed actions

**Qualifications:**

- Desired Bachelor's degree in public administration, business administration, or related field
- Demonstrated experience in accounting with knowledge of financial operations
- Experience in municipal government administration desired

**Salary and Benefits:**

Hiring salary up to \$65,000 annually depending on qualifications and experience, plus a competitive benefits package that includes participation in the North Carolina Local Governmental Employees' Retirement System, 5% 401k contribution, health insurance, and tuition remission at Pfeiffer University's undergraduate school for the full-time employee, their spouse and dependents.

**How to Apply:**

Submit a résumé along with a letter of interest, including a statement identifying career achievements to:

Centralina Regional Council  
Village of Misenheimer Recruitment  
[admin@centralina.org](mailto:admin@centralina.org)

Résumés will be reviewed as they are received. The deadline to receive applications for this position has been extended to Wednesday, June 3, 2026.

Visit the Village's website at <https://villageofmisenheimernc.gov/> for more details about the community.

**Equal Opportunity Employment:**

The Village of Misenheimer is an equal opportunity employer and adheres to federal, state and local rules and regulations. All personnel decisions are solely based on an applicant or employee's qualifications, applicable experience, job performance and/or education as required by the position.