



## STAFF REPORT

**Meeting Date: September 8, 2015**

**Agenda Item #: 12a**

**TO: Mayor and Town Council**  
**FROM: Bonnie Schwerd, Finance Director**  
**THRU: Susan Parker, Town Administrator**  
**TITLE: Deputy Finance Officer Appointment**

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**Summary:** Staffing changes at the Town of Sunset Beach necessitate the appointment of a new Deputy Finance Officer.

**Discussion:** Cindi Stephenson transferred from the Finance Department to the shared Administration and Public Works Administrative Assistant position.

Jenna Pettit was hired as the new Accounting Assistant/Deputy Finance Officer effective August 13, 2015. Jenna has a bachelor's degree in Business Administration, strong Microsoft Office skills, experience with purchasing, inventories and contracts, special events, formal accounting coursework and strong critical reasoning skills.

Staff requests that council formally appoint Ms. Pettit as the Town's Deputy Finance Officer and that she be added to the list of individuals who are delegated banking and investment authority on behalf of the Town in addition to being granted all authorities set forth the NC General Statutes for this office, such as certifying the pre-audit of expenditures.

**Recommendation:** I move that we appoint Jenna Pettit as the Town of Sunset Beach Deputy Finance Officer and grant her the privileges of office as listed in this Town Council packet.