

**FINANCE OFFICER**  
**Grade: 83**  
**Starting Salary Range: \$64,716-\$100,310**

General Statement of Duties

Performs complex professional work planning, directing, coordinating and supervising the operations of the department including the disbursement and accounting of revenues and expenditures, coordinating the preparation of the annual budget and capital improvement plan, ensuring that regulations and procedures are followed, assisting with the annual audit, overseeing the preparation of the comprehensive annual financial report, maintaining records and files and preparing reports.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Distinguishing Features of the Class

An employee in this class plans and administers the processes for the receiving, disbursing, and accounting of revenues and expenditures for the County. Work involves supervising and performing duties involving the budget, purchasing, accounting, collections, cash investments, payroll operations, fixed assets management, and related tasks. The employee is responsible for the supervision of department staff and must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established County finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government fiscal operations. Work requires no exposure to environmental conditions. Work involves setting policy and goals under the direction of the County Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Supervises and participates in the operations of the Finance Department, including disbursement and accounting of County funds, preparation of the payroll and maintenance of payroll and time records, and preparation of monthly, quarterly, and annual reports, preparing journal entries.

Recruits and selects department personnel; assigns, directs, trains and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.

Advises County Manager and Board regarding financial and budgetary matters; provides advice on financing options, internal control systems, financial projections, and other related fiscal analysis.

Coordinates with the County Manager in the development of the annual operating and capital improvement budgets; works with department heads to project revenues and expenditures; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the County Manager in developing financial policies and in the final preparation of the budget.

Prepares accounting records including detailed records for ledgers; ensures compliance with

GASB requirements; monitors the accounting of capital improvement funds or special funds to ensure compliance with regulations; performs grant accounting and internal audit; maintains a general accounting system for the County and financial records for each department; maintains separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.

Manages receipt and investment of all revenues; reviews budget system and financial conditions and develops methods of improvement.

Maintains the capital asset system.

Coordinates and assists the auditors during the annual audit of County financial records; follows up on findings to improve financial systems.

Submits to the County Manager and the County Commissioners periodic statements detailing the financial condition of the County.

Attends various meetings.

Attends conferences and trainings to stay abreast of financial matters that affect local government.

#### Additional Job Duties

Performs other related duties as required.

### Recruitment and Selection Guidelines

#### Knowledges, Skills and Abilities

Thorough knowledge of County and department policies and procedures.

Thorough knowledge of applicable State laws, rules and regulations and local ordinances governing municipal finance.

Thorough knowledge of the principles and practices of public finance administration, including principles and practices of governmental accounting.

Thorough knowledge of the principles and practices of a County purchasing system.

Thorough knowledge of the budgeting and purchasing policies of the County.

Comprehensive knowledge in preparing detailed reports and other types of correspondence.

Thorough knowledge in the use of standard office equipment and associated software (e.g. MUNIS software).

Ability to prepare a variety of spreadsheets for trend and other financial analysis.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to supervise, organize, and provide performance coaching and evaluation for employees.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other employees.

Ability to make arithmetic computations.

Ability to compute rates, ratios, and percentages.

Ability to understand and apply governmental accounting practices in maintenance of financial records.

Ability to conduct long range fiscal planning.

Ability to effectively communicate complex ideas in oral and written form.

Ability to make clear public presentations.

#### Physical Requirements

Must be able to physically perform the basic life support functions of sitting, standing, walking,

lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally to move objects.

Must possess the visual acuity to prepare and analyze written or computer data.

Desirable Education and Experience

Graduation from a college or university with a Bachelor's degree in accounting, or related field and extensive experience in public finance administration including considerable supervisory experience, or an equivalent combination education and experience.

Special Requirements

Complete Introduction to Local Government Finance training within one year of hire.

Possession of a valid North Carolina driver's license.

**CLOSING DATE: OPEN UNTIL FILLED**