

**NORTHAMPTON COUNTY LOCAL GOVERNMENT  
NOTIFICATION OF POSITION VACANCY**

**12/20/2018**

**FINANCE OFFICER**

Northampton County is accepting applications for an opening in its Finance Office. The Northampton County Finance Officer serves as an expert for the County Manager, County Commissioners, Department Heads and county employees in the interpretation of all fiscal local, state and federal policies, statutes and procedures and will ensure overall compliance, adherence and accuracy in all financial data including purchasing, receipts, deposits, disbursement and investments of County funds and information.

Position reports to the County Manager in regard to much of the day-to-day fiscal activities, and employee serves as a resource in multiple, complex activities and will function with considerable independence and decision-making authority in the resolution of problem situations. Employee must also possess the ability to use and operate office equipment such as a calculator, computer, printer, copier and facsimile machine. **Applicant must have good credit standing in order to be bonded.**

**Education:** Bachelor's degree in accounting, business administration or closely related field supplemented by five years related experience and training that includes governmental financial accounting; or an equivalent combination of training and experience. Valid North Carolina Driver's License.

Apply in person at the Northampton County HR Department, 107 Thomas Bragg Drive, or mail the application to: HRD, PO Box 367, Jackson, NC 27845

PLEASE SUBMIT A RESUME AND NORTHAMPTON COUNTY APPLICATION  
AVAILABLE AT [www.northamptonnc.com](http://www.northamptonnc.com)

You may also apply at the Employment Security Commission, 406 Premier Blvd, Roanoke Rapids.

SEE COMPLETE JOB DESCRIPTION BELOW

Grade 80 – Normal Hiring Salary Range: \$67,317 - \$78,065

CLOSING DATE/POSTMARK: January 14, 2019

## **FINANCE OFFICER**

### **NORTHAMPTON COUNTY**

An employee in this position is responsible for the planning, organization and direction of all fiscal activities for Northampton County. Position is accountable for all functions related to purchasing, receipts, deposits, disbursement and investment of county funds as well as the maintenance and distribution of all records, reports and other accounting and financial systems. Other functions include the analysis, research and audits in regard to the County funds, investments and the oversight of the compilation and maintenance of the annual county budget. All work is completed in accordance with local, state and federal rules, regulations, ordinances and general statutes. The Finance Officer also is responsible for the recruitment and supervision of the County Finance Office staff and spends a considerable amount of time in the oversight of functions performed by the Finance Office staff.

Position reports to the County Manager in regard to much of the day-to-day fiscal activities, and employee serves as a resource in multiple, complex activities and will function with considerable independence and decision-making authority in the resolution of problem situations. The Finance Officer will remain visible within the County and will serve as a Northampton County professional representative in the area of directing an extensive fiscal control system. Employee makes periodic presentations and prepares numerous budgetary reports in ongoing efforts to keep the County Commissioners abreast of the overall sound, fiscal control of Northampton County expenditures, revenues and investments. Employee in this position works at the pleasure of the Northampton County Commissioners.

### **JOB DUTIES AND FUNCTIONS**

The Northampton County Finance Officer serves as an expert for the County Manager, County Commissioners, Department Heads and county employees in the interpretation of all fiscal local, state and federal policies, statutes and procedures and will ensure overall compliance, adherence and accuracy in all financial data including purchasing, receipts, deposits, disbursement and investments of County funds and information. Employee will become responsible for the administration and coordination of the accounting and financial systems, for the establishment and modification of methods and procedures as well as making recommendations in regard to the appropriate course of actions. Financial methods and procedures are implemented; appropriate notification and training are provided to Department Heads and other department staff who may be involved in financial operations. Duties include the preparation of the annual budget and initiating, interpreting and implementing budget amendments as necessary; maintaining budgetary control over all county departments, preparing reports on the financial status of the county, developing revenue and expenditure statements and participating in all budgetary committees and discussions; directing and supervising county inventory and mailing activities. Employee manages the compilation of all electronic data processing, preparing all reports in regard to financial status of the county and/or other special financial matters as well as work closely with local and state auditing groups. Finance Officer will address difficult issues with County Department Heads and will become responsible for offering corrective action plans where necessary. Employee will participate in new and developing projects to include capital improvements, special projects, newly developed and expanded program services, renovations and new county facilities. Employee in this position will participate and/or facilitate budget committees and meetings where special financial matters are addressed.

The employee in this position will become accountable for the management of all investments of the County's funds, supervises debt management activities and remains aware of the financial status of the County at all times. This position serves as a key resource to the County Manager and County Commissioners and provides appropriate notification pertaining to financial issues that; both positively and negatively impact the County. Employee provides interpretations, offers alternatives and initiates decisions, which are in the best interest of

Northampton County, and remains knowledgeable sufficiently to address and keep County Commissioners abreast of current issues, which are implemented for the efficient and effective operation of the County.

The Finance Officer will participate in the supervisory and management activities associated with the direction and assignments of the Finance Office staff. Employee will become responsible for the recruitment, selection, training, and evaluations of staff in addition to accountability for ensuring an effective and efficient operation of the Department. Employee may initiate counseling and disciplinary actions as appropriate, will determine department goals, timeframes and priorities; will develop appropriate work standards and expectations and will consistently review the assignments performed by staff. Modifications and adjustments are independently implemented on an as-needed basis to ensure overall effectiveness.

Employee provides a work environment that encourages clear and open communications and provides adequate feedback to personnel supervised as well as Department Heads. Employee plans, coordinates and utilizes information effectively in a manner to improve activities and production as well as developing and formulating methods in establishing goals and objectives of the Finance Department. Position is accountable for effectively and efficiently organizing, arranging and allocating manpower, financial resources, and other methods to achieve goals and objectives.

Performs all related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Position requires the ability to communicate effectively, both in writing and verbally, the ability to exercise sound judgment and discretion, knowledge of governmental organization in addition to the North Carolina General Statutes which govern local government fiscal operations, the local ordinances and other state and federal rules and regulations. Employee must possess the ability to prioritize, to maintain all work in an organized fashion and to meet stressful deadlines. In addition, the employee must have the skills to represent the County in a professional manner and the ability to exercise discretion in the application and interpretation of policies and procedures as well as balancing a variety of projects at any given time. Must be able to establish and maintain effective working relationships with a variety of public contacts and to address a broad range of information and data in a confidential manner.

Employee must possess a thorough knowledge of governmental finance procedures governing the receipt, disbursement, accounting and investment of county funds; a thorough knowledge of the financial operations of Northampton County, general accounting practices, the ability to prepare complex fiscal reports and the ability to ensure complete accuracy in all assigned tasks. Position requires a high degree in overall standards and exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Employee must exhibit an enthusiastic, self-reliant and self-starting approach to meet essential tasks of the position in addition to exercising analytical judgment in areas of specialized assignments.

Employee must have a thorough knowledge of principles and practices of public finance administration and County financial accounting as well as the laws, ordinances, standards and regulations pertaining to the duties and responsibilities of the position. Employee must understand the organization of the department and other County departments, the terminology and related professional languages used within the department, and must maintain cooperation and effective relationships with personnel with whom the employee interacts in the completion of assigned tasks. Employee completes assigned work within established deadlines in accordance with directives, policies, standards and overall procedures. Position requires the ability to function in a supervisory and managerial capacity for a group of employees and can make decisions on procedural and technical levels. It also requires employee to possess the ability to exercise the judgment, decisiveness and creativity required in situations involving the directions, control and planning of an entire program and/or department. Employee must also possess the ability to use and operate office equipment such as a calculator,

computer, printer, copier and facsimile machine. **Applicant must have good credit standing in order to be bonded.**

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in accounting, business administration or closely related field supplemented by five years related experience and training that includes governmental financial accounting; or an equivalent combination of training and experience.

Valid North Carolina Driver's License

December 2018