

ASSISTANT FINANCE DIRECTOR

Salary Range: \$49,787 – 73,988

General Statement of Duties

Performs complex, professional, administrative duties and assists the Finance Director in planning, organizing, and executing the financial activities of the County.

Distinguishing Features of the Class

An employee in this class plan assists the Finance Director with the organization and direction of the financial functions for the receiving, disbursing, and accounting of revenue and expenditures for the County. Work involves working knowledge and oversight of accounting, purchasing, payroll operations, investments, and accounting for revenue collections. The employee examines annual continuation and capital expansion budget projects and advises the Finance Director as required. Employee performs specialized professional accountant level work in the preparation and analysis of financial reports, investment of funds, and posting of revenues. Work requires significant independent judgment and initiative in accounting for the complex municipal utilities as well as the regular County finances. Work is performed in accordance with professional standards, local ordinances, utility standards, and North Carolina General Statutes governing the responsibilities of local government fiscal operations. Work is performed under the supervision of the Finance Director and is evaluated through discussions, reports, review of journal entries, and an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

Assists with the planning, organizing, and managing of the operations in the finance department, including disbursement and accounting of the County funds (including block grants), preparation of payroll and preparation of monthly, quarterly, and annual reports, purchasing, investment of funds, general ledger and budgetary accounting, and fixed assets.

Advises the Finance Director on any aspect of the County's budget and finances; projects revenues; takes budget requests from department heads and participates with the Finance Director in formulating annual budget projections.

Assists the Finance Director with the coordination with the Auditor during the annual audit for financial records; balances account receivables for the utilities and property billings, deposits, and write-offs; provides payroll and retirement contribution information; research issues and provides recommendations to the Finance Director; acknowledges and implements security of records.

Prepares monthly journal entries for miscellaneous revenues, charges payments, receivables, year-end closing, transfers, etc.

Assists with deposits for all revenues including tax collection from the County, grant reimbursements, and other revenue sources.

Files claims and monitors coverage for the County's property and liability coverage.

Assists with preparing a wide variety of monthly, quarterly, and annual reports and/or payables such as varied retirement systems, federal and state taxes, utility reports, etc., as requested by the Finance Director.

Oversees the work of the administrative staff, including training and providing guidance and support.
Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Considerable knowledge of utilities financial requirements.

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

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

Ability to design and prepare analytical and interpretative financial statements.

Ability to supervise administrative support and technical accounting support staff.

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

Ability to communicate effectively in oral and in written forms.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

Must be able to perform the basic life operational skills of stooping, reaching, walking, pulling, fingering, grasping, feeling, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to pull, move or carry objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, for extensive reading, and to operate a computer terminal.

Desirable Education and Experience

Graduation from a four-year college or university with a degree in business or accounting and considerable experience in public finance administration with additional utilities finance accounting experience preferred; or an equivalent combination of education and experience.

CLOSING DATE: OPEN UNTIL FILLED