BERTIE COUNTY

NORTH CAROLINA

FINANCE OFFICER

SEPTEMBER 23, 2026

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Bertie County, NC (pop. 17,934) seeks a skilled and experienced professional to lead its Finance Department. The next Finance Officer will join a dynamic organization with numerous major initiatives underway and significant priorities on the horizon. The Finance Department is responsible for the financial planning and management of these initiatives and the financial oversight of the County.

THE COMMUNITY

Covering over 699 square miles of land and 41.95 square miles of water, Bertie County ranks as the 16th largest county in North Carolina. Located centrally in the northeastern part of the state, it shares borders with Halifax, Chowan, Washington, Northampton, Martin, and Hertford counties. Positioned 75 miles west of the Outer Banks, 100 miles east of Raleigh, and 90 miles southwest of Norfolk, Virginia, Bertie County is renowned for its lush rural landscape, fertile soil, and extensive riverways, contributing to a more leisurely pace of life.

Bertie County has 8 municipalities scattered across its uplands and lowlands, with Windsor, the county seat, standing out for its historical significance and natural beauty along the Cashie River. Other communities within Bertie County include Askewville, Aulander, Colerain, Kelford, Lewiston-Woodville, Powellsville, and Roxobel. From agriculture, forestry, and fishing to manufacturing, healthcare, and services, the workforce reflects a balance between traditional occupations deeply rooted in the county's history and emerging industries indicative of its adaptability to modern economic demands.

Bertie county offers leisure and entertainment option for everyone. For the nature lover, miles of rivers and waterways provide opportunities for kayaking, canoeing, boating, sailing, and fishing, while our forests and open land offer excellent hunting, birdwatching, camping, and hiking.

There's something for everyone in Bertie County, from the open views and waterfront communities along the Albemarle Sound to rolling farmland and welcoming small towns throughout the County. Known for our peanuts, rich agricultural heritage, and wide-open spaces, Bertie offers the room to slow down, get outside, and enjoy a quality of life that is hard to find elsewhere.

Bertie County Schools serves approximately 1,900 students from pre-kindergarten through high school. Through its Career and Technical Education program, Bertie County Schools connects classroom learning with real-world skills and career exploration. The newly opened CTE wing at Bertie High School was made possible by a $15 million grant through the North Carolina



Education Lottery's Public-School Capital Fund. Educational and workforce opportunities extend beyond the K-12 system through Martin Community College's Bertie Campus in Windsor. The satellite campus offers curriculum, continuing education, adult education, college and career readiness, academic advising, testing, counseling, and workforce training. Together, these institutions create an accessible education-to-employment pipeline for students, adult learners, and employers throughout Bertie County.

THE COUNTY ORGANIZATION

Bertie County operates under the Commission-Manager form of government with a five-member Board of Commissioners. The county provides a wide range of services including animal control, elections, council of aging, economic development, emergency services, GIS, planning and inspections, utilities, social services, soil and water conservation, solid waste management, tax administration and veterans services.



THE POSITION:

- The County has a FY2027 budget of $39.8M across all funds and 204 full-time (FTE) positions.
- The Finance Officer leads the Finance Department, oversees County revenues and expenditures, and coordinates the annual operating and capital budgets with the County Manager and department heads.
- The Finance Department is responsible for budgeting, purchasing, accounting, collections, cash management and investments, payroll, fixed assets, grants, internal audit, financial reporting, and long-range fiscal planning.
- The Finance Officer supervises department staff, works with independent auditors, and ensures compliance with state law, local ordinances, County procedures, and governmental accounting standards.

ESSENTIAL SKILLS:

- Strong knowledge of public finance, including budgeting, capital financing and accounting in local government.
- Ability to lead financial staff including hiring, training, and developing new employees.
- Ability to inspire trust throughout the organization and to work with department leaders on their individual department needs.
- Ability to improve and streamline existing processes to provide the highest level of customer services possible to the County's departments, employees, vendors and citizens.
- Strong personal and professional integrity

PROJECTS AND KEY PRIORITIES

The next Financial Officer will have the opportunity to engage in a wide range of exciting and challenging projects for the County:

- **Infrastructure and Public Safety** – The County is undergoing transformative development, including a $5 million overhaul of Lewiston-Woodville's water system and $5.5 million in county-wide EMS upgrades, which will introduce new fire stations and equipment. Along with federal appropriations supported by Congressman Don Davis for a new 911 Communications Center and critical fire-service equipment.

- **Bertie Beach and TGOW** – Ecotourism plays a central role in Bertie County's growth, with Bertie Beach serving as a key attraction. As the only public beach access on the Albemarle Sound, it has become a favorite destination for residents and visitors. A $3 million investment so far has enhanced the area, adding accessible features and amenities that ensure it can be enjoyed by all. The Finance Officer will help coordinate grants, contracts, capital expenditures, and future maintenance obligations.

- **Animal Shelter** – The County is bringing a new animal shelter into service. The Finance Officer will help close out project funding, coordinate grant and County expenditures, and plan for the facility's ongoing operating and maintenance costs.

- **Grant-Funded Capital and Community Priorities** – These projects reflect Bertie County's broader effort to leverage state and federal funding, local appropriations, and regional partnerships to improve public safety, quality of life, and economic opportunity. The Finance Officer will help align funding requirements, County matches, project timelines, and recurring costs with the County's long-range financial capacity.

IDEAL CANDIDATE

The successful candidate will be an experienced local government finance professional with a strong grasp of county finance and budget practices. The Financial Officer must be able to inspire trust with the Board of Commissioners, the County Manager and Management Team, and Department leaders throughout the county. The Financial Officer must also lead and direct a professional finance staff. The successful candidate will have great personal and professional integrity.

KEY SKILLS, ABILITIES & ATTRIBUTES

- Budget and financial management expertise
- Supervisory experience leading and mentoring support staff
- Strong understanding of financial software and GASB requirements
- Ability to work collaboratively with other leadership team members
- Strong professional ethics and integrity
- Confident, firm, and respectful
- Innovative, open to new ideas



POSITION REQUIREMENTS

Graduation from a college or university with a Bachelor's degree, or higher, in accounting, or related field and extensive experience in public finance administration including considerable supervisory experience, or an equivalent combination education and experience. Experience with Tyler Munis ERP software preferred. Must possess the visual acuity to prepare and analyze written or computer data. Must be able to physically perform the basic life support functions of sitting, standing, walking, lifting, 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.

COMPENSATION & BENEFITS

The salary range for this position is $72,723 - $112,721. Bertie County offers a comprehensive benefits package, including:

- Contributes 3% of the employee salary to a 401K plan with no employee contribution required.
- Up to $50,000 life insurance policy
- Participation in the Local Government Employee Retirement System (LGERS Pension)
- Covers the employee only premium for vision and dental
- Contributes $200 to a flexible spending account
- Covers a portion of the employees' health insurance

HOW TO APPLY

The first round of interviews is scheduled to begin December 1, 2026. Applications will be accepted on an ongoing basis until the position in filled. Apply online at www.co.bertie.nc.us/employment/employment.html.

