

Finance Officer – Camden County (10,242, Census 2016) is located close to the Hampton Roads, Elizabeth City, and Outer Banks areas in northeastern North Carolina. The Finance Officer, under the direction of the County Manager is responsible for performing difficult professional work planning, directing, coordinating and supervising the operations of the department, handling personnel and public information matters, ensuring that all regulations and procedures related to accounting matters are followed, maintaining appropriate records and files, relating to the financial activities of the County. This position is exempt from the overtime provisions of the Fair Labor Standards Act. Some responsibilities include coordinating with the County Manager in the development of the annual general operating and capital improvement budgets; working with each department head to develop revenue and expenditure projections; reviewing departmental budget requests for accuracy and justification of resource allocation and expenditures; prepares budget amendments. General Knowledge of Accounting/Financial systems (Munis preferred).

Must have thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the principles and practices of accounting and budgeting in government; thorough knowledge of the principles and practices of a municipal purchasing system and employee and general liability insurance administration; thorough knowledge of the practices, methods and laws relating to municipal bond financing; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees; ability to conduct long range planning; ability to establish and maintain effective working relationships with other department heads and governmental officials. This is an appointed position and works at the pleasure of the board.

Bachelor's degree in accounting, or related field with a minimum of 24 hours of accounting credits, with 5 years of experience in public accounting/finance preferably in the state of North Carolina, or equivalent combination of education and experience. CPA or NCGFOA Certified Local Government Finance Officer is preferred.

Salary is DOQ. Requested salary range should be included with the resume and/or cover letter. Applications can be obtained and submitted at www.camdencountync.gov. Any applicant offered a position with Camden County must submit to a Criminal History, Driving Record and Drug Screening. Camden County is an Equal Opportunity Employer.