

EMPLOYMENT OPPORTUNITY
Gates County, North Carolina

Finance Director – The primary purpose of this position performs managerial, professional and administrative work in the development, planning, management and execution of the financial activities of the County as directed by the NC General Statutes, the County Manager and Board of Commissioners.

An employee in this class plans, organizes and manages the financial resources for the County. Work involves supervising and participating in processes for the receiving, disbursing, and accounting of revenues and expenditures for the County and assisting the County Manager on strategic and tactical matters related to budget management, cost/benefit analysis, forecasting and evaluating needs and securing of funding for programs and projects. Work involves supervision of purchasing and contracts, accounting, collections, billing, cash controls, risk management, grant accounting, debt management, and investment of funds. The role also supervises the information technology function for the organization. The employee must exercise considerable independent judgement and initiative in planning and directing the fiscal control system and engaging with elected and public officials. Work is performed in accordance with established County finance procedures, local ordinances, NC General Statutes governing the responsibilities of local government fiscal operations, general accepted accounting principles, and GAAFR. Work is performed under the supervision of the County Manager, and is evaluated through conferences, reports, and an independent audit of financial records.

Graduation from a four year college or university with a degree in business, public administration, or accounting, and considerable management experience in local government finance administration; or an equivalent combination of education and experience. Prefer Masters of Public Administration degree. Annual Salary Range \$ 58,521. – 90,708.

Complete job description and County Application can be found on the Gates County website. Submit letter of interest, resume, and work-related references along with a completed County Application in confidence to: Christy Byrum, PO Box 148, Gatesville, NC 27938; (252) 357-2411 Ext. 01005. Review of applications will begin November 15, 2022. Position is open until filled. Gates County is an equal opportunity employer.

FINANCE DIRECTOR

General Statement of Duties

Performs managerial, professional and administrative work in the development, planning, management and execution of the financial activities of the County as directed by the NC General Statutes, the County Manger and Board of Commissioners.

Distinguishing Features of the Class

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Duties and Responsibilities

Essential Duties and Tasks

Plans, organizes, supervises and participates in the operations of the Finance Department including disbursement and accounting of County funds, grants, capital projects, risk management, purchasing and contracting processes, preparation and maintenance of payroll, accounts receivable and accounts payable, general ledger, and preparation of monthly, quarterly and annual reports; supervises the information technology function for the County.

Supervises a staff of professional and paraprofessional positions; conducts hiring, training, motivations, communications, employee development, and performance coaching and evaluation; creates a team atmosphere; develops employee skills and capacity.

Coordinates the annual audit and responds to findings.

Supervises maintenance of a general accounting system for the County and financial records for each department including separate accounts for appropriations, amounts paid, unpaid obligations against the accounts, and the unencumbered balance; reviews and monitors on-going administration of budget and develops methods for improvement; performs grant accounting.

Provides periodic statements of the financial condition of the County to the Manager and Board; reviews each department's revenue and expenditure reports and analyzes actions, discusses actions and documents rationale and justification for actions; requests additional funds and transfers from the Commissioners.

Manages the debt service and participates in debt financing analysis and strategies.

Participates with the County Manager in the development of the annual general operating budget; works with each department head to project revenues and expenditures; works with the Manager in directing the formation of County financial policies and in the final preparation of the budget; participates with and advises Manager and Commissioners in budget review and approval process; ensures installation of approved budget into financial technology systems.

Determines revenue projections based on expected expenditures and projected revenues;

manages the receipt and investment of revenues and idle cash.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing County budgeting and financial practices and procedures and of the principles and practices of public finance administration, including principles and practices of governmental accounting.

Considerable knowledge of the principles and practices of County purchasing and payroll systems and related laws and regulations

Considerable knowledge of the operation of County government including taxation and other sources of revenue; purchasing and bidding requirements; grants and contract management; investments; and issuance of debt.

Considerable knowledge of modern and effective management principles including hiring, leadership, motivation, communications, performance coaching and evaluation and conflict resolution.

Knowledge of laws and regulations related to supervision and compensation of employees.

Skill in collaborative conflict resolution, team building, internal customer service excellence and public speaking.

Ability to balance fiscal control responsibility with internal customer service and helping the County provide services to citizens.

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

Ability to articulate issues and regulations in a clear way easily understood by those that must implement them.

Ability to help build consensus among staff, elected officials and the public and make decisions consistent with organizational goals and values.

Ability to engage in long range planning, system thinking, program evaluation, problem-solving and research at a professional level.

Ability to supervise, organize, motivate, and evaluate the work of employees in the specialized field of accounting and related fiscal tasks.

Ability to design and prepare analytical and interpretative financial statements.

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

Ability to conduct long range fiscal planning.

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

Ability to communicate effectively in oral communication and written documents.

Physical Requirements

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

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or

a negligible amount of force frequently or constantly to move objects.

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

Desirable Education and Experience

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Graduation from a four year college or university with a degree in business, public administration, or accounting, and considerable management experience in local government finance administration; or an equivalent combination of education and experience. Prefer Masters of Public Administration degree.

Special Requirements

NC Finance Officers' Certification from the School of Government.
Ability to be bonded in the State of North Carolina.

Gates County
2018