



CASWELL COUNTY

"Preserving the Past, Embracing the Future"

Caswell County Local Government is an Equal Opportunity Employer
DEPARTMENT of HUMAN RESOURCES

Finance Officer

Salary Grade: 81, Salary Range of \$71,447 - \$105,470.

Salary is negotiable depending on qualifications

Posted: 10/22/2024 - Until filled

"Application reviews will begin on November 4th, but the position will remain open until filled."

Employment Status: Exempt

Position Overview:

- The purpose of this position is to perform complex professional and administrative work in planning, organizing and directing the County's full financial operations, including budgeting, investments, debt management, accounting and financial reporting systems, ensuring adherence to GAAP and GASB.
- The position is crucial in ensuring compliance with County policies and federal and state regulations, including the Local Government Fiscal Control Act, NC General Statute 159.
- The position formulates long-range goals for the organization, develops policies and procedures and advises the County Manager and Board of Commissioners.
- Reports to County Manager.

Essential Duties and Tasks:

- Maintains the County's financial records, general ledger (GL) and financial accounting and reporting systems.
- Manages the County's financial policies and finances making revisions as necessary as well as recommendations to the Manager's Office and Board. Provide regular financial reports to the Board of Commissioners.
- Ensures that County agencies/departments follow required guidelines, procedures, eligibility, program purpose, grant purpose, etc. for federal and state awards and grants.
- Ensures the County's annual audit and single audit are performed by external independent auditors.

- Ensures the County's Annual Comprehensive Financial Report (ACFR), Compliance Report, Schedule of Federal and State Awards (SEFSA), and Annual Financial Information Report (AFIR) are prepared, completed and timely submitted to the Local Government Commission (LGC).
- Ensures County's required reporting to federal and state agencies is completed by the required deadlines.
- Coordinates with the County Manager on the development, projections, and balancing of the annual budget. Forecasts realistic and attainable revenue estimates. Makes necessary budget adjustments throughout the fiscal year and maintains budget integrity.
- Monitors department budgets monthly for expenditure control and compliance with county policies and state and federal regulations; follows up with departments in correcting issues identified
- Works with county manager to develop financial policies for adoption by the Board of Commissioners
- Works with the county manager to develop a capital improvements program Directs and supervises debt management; determines the amount of money required for debt service and secures financing; and ensures that investment of idle funds comply with North Carolina General Statutes governing investment, while maximizing interest earned.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns, and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed
- Advises County officials on all financial matters of the County.
- Supervises receipt and administers the investment of all County revenues.
- Attends Board meetings and presents financial items for consideration.
- Performs related work as assigned.

Knowledge, Skills, and Abilities

Knowledge:

- Comprehensive knowledge of public accounting principles, practices and procedures.
- Comprehensive knowledge of the fiscal policies and statutory requirements governing county funds including State and County laws, Governmental Accounting Standards board (GASB) pronouncements and North Carolina General Statutes.
- Considerable knowledge of accounting systems, policies, and procedures.
- Considerable knowledge of computer operations and applications related to accounting, payroll and financial analysis and reporting.
- Considerable knowledge of the County's budgeting and purchasing policies and procedures.
- Thorough knowledge of the organization and functions of county government and the financial issues that impact them.

Skills:

- Proficiency in Microsoft Office Suite, especially Excel, with strong skills in financial analysis and data management.
- Excellent communication skills, both written and verbal, with the ability to explain financial information to non-financial stakeholders.

Abilities:

- Ability to direct and supervise the activities of professionals and paraprofessionals.
- Ability to understand and apply policies to the maintenance of a variety of financial records and reports.
- Ability to analyze and interpret financial data, perform trend analysis, and to prepare clear and concise reports.
- Ability to verify accounting and other financial documents and forms for accuracy and completeness.
- Ability to establish and maintain effective working relationships with department heads, vendors, employees, and the general public.
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Minimum Qualifications:

- Bachelor's degree in accounting, finance, business administration, or a related field with expert knowledge of government financial management systems, related statutes, and regulations.
- More than six years of progressively responsible public finance administration; or any equivalent combination of education, training, or experience demonstrating the required knowledge, skills, and abilities necessary for the job.

Preferred Experience:

- Master's degree in a related field and/or CPA certification preferred.
- Experience with MUNIS, Tyler, State and Federal Grant program reporting and claims, audit preparation, and banking reconciliation processes.
- Possession of NC Finance Officers' Certification from UNC School of Government

Special Requirements:

- Successful candidate must be able to personally qualify for a \$1 million bond per NC general statute.
- Must possess and maintain a valid state driver's license.

Application Process: Qualified candidates are encouraged to apply by submitting a resume, cover letter, and references to the Caswell County Government Human Resources department. Attn: Ashley Powell 144 Court Square, Yanceyville NC 27379
apowell@caswellcountync.gov

Job offers are conditional pending the following:

- A pre-employment drug screen for all candidates.
- A background and credit check.

The application review will continue until the position is filled.

This position offers a significant opportunity to contribute to the financial health and operational efficiency of Caswell County. Ideal candidates will possess strong leadership skills, a deep understanding of municipal finance, and a commitment to public service.