



# Madison County Vacancy Announcement

## Finance Director

### Position Summary:

Under supervision of the County Manager, the Finance Director serves as the county's chief financial officer, performing complex professional managerial and administrative work involving the financial activities of the County. The Finance Director plans, organizes, and directs the process for the receiving, disbursing, and accounting of revenues and expenditures for the County. Work involves supervision of budget development and monitoring, purchasing, accounting, payroll administration, investment of funds, debt management, and revenue projections. The Finance Director serves as technical advisor on financial issues to the County Manager and Board of Commissioners. The Finance Director performs the specialized accountant level work in the posting of revenues and the preparation and analysis of financial reports. Work requires managerial and expert professional knowledge as well as the ability to formulate financial strategic plans and direct progress. The Finance Director must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. The Finance Director must be able to effectively delegate and supervise financial and accounting tasks. The Finance Director must have good oral and written communication skills, including the ability to clearly explain various financial issues and their impact on County operations and work effectively with Board Members, employees, and citizens. Work is performed in accordance with established County finance procedures, local ordinances, North Carolina North Carolina General Statutes and Governmental Accounting Standards Board (GASB) pronouncements governing the responsibilities of local government fiscal operations. Work is performed under the supervision of the County Manager, and is evaluated through conferences, reports, an annual performance evaluation and an independent audit of financial records. The selected candidate is required to be bonded.

This position is exempt under the Fair Labor Standards Act.

### Where to Apply:

The position is open until filled. Submit a North Carolina State Application (PD 107) with a cover letter to Madison County Human Resources. To obtain an application, visit <http://www.madisoncountync.org/employment.html>. Applications will be accepted at the Madison County Human Resources Office, 107 Elizabeth Ln., Marshall or mailed to: Madison County Human Resources, PO Box 579, Marshall, NC 28753. Applications may also be submitted via email to [hr@madisoncountync.gov](mailto:hr@madisoncountync.gov).

Madison County Government is an Equal Opportunity Employer.

### Essential Functions:

- Plans, organizes, and supervises the operations of the Finance Department, including disbursement and accounting of County funds, preparation of the payroll, and collections and preparation of monthly, quarterly and annual reports.
- Supervises a staff of technicians and paraprofessionals; conducts interviews, selects, trains and evaluates employees and resolves personnel problems and issues.

- Prepares the County's annual general operating and capital improvements budgets; works with each department head to project revenues and expenditures; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures; works with the Manager in directing the formation of County financial policies and in the final preparation of the budget.
- Reviews and monitors on-going administration of budget, accounting and billing processes; posts all revenues and expenditures; reconciles bank accounts; reviews budget systems and develops methods for improvement.
- Manages the receipt and investment of all revenues; directs and supervises debt management; determines the amount of money required for debt service and secures financing; ensures that investment of idle funds comply with North Carolina General Statutes governing investments and that transfers are made in a timely manner.
- Submits to the Manager and the County Commissioners periodic statements of the financial condition of the County; 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 purchasing process for the County; supervises and participates in the issuance of all purchase orders; conducts auctions of surplus property.
- Prepares year end closing journal entries and assists the auditors during the annual audit of the County financial records for each department; coordinates with the auditors the preparation of the Comprehensive Annual Financial Report.
- Other related duties as assigned.

### **Education:**

Bachelor's degree in accounting or business and extensive experience in public finance administration including supervisory experience, or an equivalent combination of education and experience. Strongly prefer candidates with a CPA or NC Finance Officers' Certification.

### **Knowledge, Skills, and Abilities:**

- Extensive knowledge of the principles and practices of public finance administration including governmental accounting.
- Extensive knowledge of the fiscal policies and statutory requirements governing county funds including County ordinances, Governmental Accounting Standards Board (GASB) pronouncements and North Carolina General Statutes.
- Extensive knowledge of the County's administrative, accounting, budgeting, payroll and purchasing policies and procedures.
- Thorough knowledge of the organization and functions of county government and the financial issues that impact them.
- Considerable knowledge of modern supervisory principles and practices and of the County's personnel policies and procedures
- Ability to supervise, organize and evaluate the work of employees in the specialized field of accounting and related financial operations in an automated environment.
- 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 establish and maintain effective working relationships with governmental officials, managers, employees, vendors, bankers, auditors and the general public.
- Ability to conduct long range fiscal planning.
- Ability to accurately and thoroughly analyze data and prepare financial records and reports.
- Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and ability to manage financial software.

**Physical Requirements:**

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move object. Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

**Requirements:** Applicant must be willing to submit and pass a pre-employment drug/alcohol test as well as a criminal background check. Must possess a valid North Carolina Driver's License.

**Salary:** \$55,000-\$72,000, depending on qualifications. This position comes with a benefits package including: paid health insurance; dental, eye and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays.