

FINANCE OFFICER

General Statement of Duties

An employee in this class is responsible for a variety of accounting tasks to assure proper accounting for funds in various Commission Programs. Duties include serving as the primary contact for auditors; producing a variety of monthly and annual financial statements and reports; reconciling accounts to the general ledger; researching variances and generating journal vouchers; establishing and maintaining budgets for internal financial reports; monitoring contractor invoices for appropriateness of expenditures; drawing down funds for programs; calculating cost allocations; year-end reconciliation and closing of the general ledger in conjunction with the Commission's financial services vendor; auditing Commission programs contractors for financial compliance; invoicing for Commission Services; and creates budgets and accounts set-up for all programs. Work is performed under regular supervision and is evaluated through observation, conferences, use of records, and audit of records by an external auditor and by program monitors.

Distinguishing Features of the Class

An employee in this class assists in planning and administering the process for the receiving, disbursing, and accounting of revenues and expenditures for the Albemarle Commission. As necessary, develops systems to accommodate new activities. Work involves supervision and participation in the budget, purchasing, accounting, cash investments, and payroll operations. Employee performs the specialized accountant level work in the preparation and analysis of financial reports, internal audit and monitoring, and budget preparation. The employee must exercise considerable independent judgment and initiative in assisting in the planning and directing of the fiscal control system. Work is performed in accordance with established Commission finance procedures, grant and regulatory agency requirements, and North Carolina General Statutes governing the responsibilities of government fiscal operations. Employee works in an office setting and is not substantially exposed to adverse environmental conditions. Work is performed under the general supervision of the Executive Director and Director of Workforce Development, and is evaluated through conferences, reports, and an independent audit/monitoring of financial records.

An employee in this class is also responsible for the maintenance and safekeeping of official records such as contracts and financial reports. The work involves monitoring contracts and performing accounting functions according to policy to include submitting accounts payable, cash request and monthly reports.

Duties and Responsibilities

Plans and participates in the daily financial operations of the Albemarle Commission including disbursement and accounting of program funds, preparation of the payroll and maintenance of payroll and time records, and preparation of monthly, periodic and annual reports.

Prepares the Commission's annual budgets; monitors and maintains same by preparing budget amendments and journal vouchers; as necessary, researches fiscal discrepancies; submits reports/budgets to the Commission's financial services vendor.

Reviews and approves journal vouchers (including but not limited to payroll, month-end interest, indirect costs, accounts payable and bank reconciliations) generated by the Commission's financial services vendor.

Reviews A/P Check Reconciliation Register and notifies Commission vendors of outstanding or out-of-date checks and, as necessary, oversees the stop payments and reissuance of said checks.

Manages mileage records for Commission's vehicles including the generation of a Journal Voucher for Motor Fleet program income.

Processes various reports on A/P system for review, analysis and dissemination to Commission staff.

In response to the issuance of NFAs (Notices of Fund Availability) from Department of Commerce, prepares administrative adjustments to incorporate funds into NWDB's Local Area Plan.

Issues and codes all purchase orders for the Commission assuring fund availability and fiscal responsibility.

Prepares A/P Maintenance requests and coordinates the stop payment of A/P checks.

Manages file retention program for NWDB files.

Tracks and maintains the Commission equipment inventory and depreciation schedule; coordinates with the Commission's Program staff to assure that inventory is accurate and current.

Prepares and monitors various Commission contracts; maintains all Commission contracts; follows and enforces the Commission's procurement and cost analysis policies and procedures.

Reviews and monitors on-going accounting and billing processes; reviews budget systems and develops methods for improvement.

Assists the auditors during annual audit of the financial records; follows up on findings to improve financial systems.

Prepares monthly reports for all programs of the Albemarle Commission; presents findings to the program boards; prepares evaluative reports to be submitted back to the service providers.

Reviews new and existing regulations; recommends policy and procedure changes to the NWDB Director; updates NWDB forms to account for new policies and procedures.

Performs fiscal monitoring; visits contractor work sites; reviews and evaluates contractor's financial reports and participant records; interviews contractor's staff and participants.

Assists with processing of financial documents from contractors and other Commission staff as needed.

Reviews monthly financial statements and invoices, and prepares cash draw requests as needed for all Commission programs.

Prepares NWDB's financial and contractor reports and other internal reports as needed.

Prepares State Level Financial Reports and enters reports in State Financial Management Information System.

Maintains fiscal and accounting files (originals are maintained at the Commission's financial services vendor).

Additional Job Duties

Performs related duties as required and requested by the Executive Director and Director of Workforce Development.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

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

Physical Requirements

Must be able to perform the basic life operational skills of stooping, reaching, walking, lifting, 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 lift, carry, push or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, and extensive reading at distances close to the eye.

Desirable Education and Experience

Graduation from a four year college or university with a degree in accounting and considerable experience in governmental finance and accounting or an equivalent combination of education and experience.

Special Requirements

Valid NC driver's license

Successful completion of the NC Local Government Finance Officers Certification within three (3) years of hire (paid by the employer)

Salary:

Starting: \$46,930-\$49,223 with full benefits. Eligible for up to a 5% increase after successful completion of 6 month probation period.