



Finance Officer – Chowan County. The Finance Officer, under the direction of the County Manager and serves at the pleasure of the Board of Commissioners, is responsible for performing administrative and fiscal control work in planning, organizing, and directing the financial activities of the County. The Board is willing to negotiate an employment contract. This position is exempt from the overtime provisions of the Fair Labor Standards Act. Responsibilities include supervision of purchasing, disbursement, fixed assets, accounting of revenues and expenditures, collections, billing, payroll operations, investing funds, preparation and administering of annual budget, financial reporting, ensuring that accurate accounting information is available to management and departments in a timely manner, ensuring that controls are in place and are sufficient to facilitate the safeguarding of assets from loss or misuse, maintains direct responsibility for all aspects of financial reporting and the annual audit of the County's financial records, preparing the annual report and single audit. Schedule of financial assistance in strict compliance with NC General Statutes, Generally Accepted Accounting Principles and other State and Federal Financial reporting guidelines. Must be able to analyze a large amount of fiscal data and perform detailed analysis for the purpose of planning and forecasting. Will be responsible for supervision of departmental employees in providing them with leadership and guidance as needed. Must have successful supervisory experience and proven ability to communicate with citizens, staff and elected officials. Work is performed in accordance with established County finance procedures, local ordinances, and North Carolina General Statutes governing the responsibilities of local government fiscal operations. Minimum Training and Experience: A Bachelor's degree or education and training equivalent to four years of college education in accounting, economics, finance, management or a closely related field. Preference given to CPAs and has three to five years of local government finance experience, particularly NC experience. Certified Local Government Finance Officer preferred. Must have knowledge of NC laws and statutes governing local governmental finance. Salary negotiable and based on qualifications and experience. Submit application, résumé and transcripts to: Chowan County Human Resources Manager, Att: Carrie Byrum, PO Box 1030, Edenton, NC 27932, www.chowancounty-nc.gov. Chowan County is an equal opportunity employer and participates in E-Verify Systems. Individuals being offered employment are subject to drug screening and a background check. Position open until filled and applications will be reviewed as received. Posted 5-31-16.