

Department: Finance  
Reports to: Executive Director

### General Statement of Duties

Performs complex professional and responsible managerial and administrative work in planning, organizing, and executing the financial and related activities of the Council.

### Distinguishing Features of the Class

An employee in this class plans, organizes and directs the Finance Department including receiving, disbursing, and accounting of revenues and expenditures for the Council. Work involves supervision and participation in the budgeting, purchasing, accounts payable and receivable, general ledger, cash management, risk management, and payroll operations. The employee performs the specialized work in the preparation and analysis of financial reports, risk management, internal audit, and budget preparation. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control systems. Work is performed in accordance with established Council finance procedures, grant and regulatory agency requirements, and North Carolina General Statutes governing the responsibilities of government fiscal operations. Work is performed under the general supervision of the Executive Director, and is evaluated through conferences, reports, and an independent audit of financial records.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Supervises program and finance staff in the preparation of budget, payroll, fiscal reporting, accounts payable, classifying and coding of receipts, expenditures, transfer of funds, posting items to the general ledger, and program data base maintenance and monitoring.
- Assists the Executive Director in directing the formation of COG financial policies and in the preparation of the budget; works with each program director to project revenues and expenditures; prepares or reviews budget requests for accuracy and justification of resource allocation and expenditures; prepares budget documents; monitors and evaluates on-going budget administration.
- Performs grant accounting; insures that grant requirements for reporting are met; performs draw down of grant funds.
- Calculates indirect costs and performs other financial analysis and develops trend data.
- Submits periodic statements of the financial condition of the agency; provides supporting documentation; performs interpretive and analytical financial reporting and presents findings.
- Stays informed of changes in local, state and federal financial policies and procedures; adjusts Council programs as needed.
- Assesses cash receipts and expenditures to insure receipts are sufficient to meet cash needs; invests funds.
- Maintains files on all contracts; reviews and approves contracts for personnel, professional, facility and equipment services.
- Represents the Council at a variety of meetings and conferences.
- Assists financial and program auditors during the annual audit of the records; follows up on findings to improve financial and record keeping systems.
- Establishes internal control procedures and conduct internal audits as necessary.
- Serves on the management team for the organization.

#### 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 financial practices and procedures.
- Thorough knowledge of the principles and practices of public finance administration, including principles and

practices of governmental accounting.

- Thorough knowledge of the principles and practices of governmental budgeting, purchasing and payroll systems.
- Through knowledge of grant guidelines and requirements.
- Considerable knowledge of personnel laws, regulations, and modern and effective human resource management principles and practices, policies and procedures.
- Considerable knowledge of the application of information technology to the work of the organization including specialized financial packages, spreadsheets, data bases, etc.
- Considerable knowledge of Council programs.
- Knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, conflict resolution, and performance coaching and evaluation.
- Skill in public speaking, meeting facilitation, and collaborative conflict resolution.
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms and records.
- Ability to supervise, organize, and evaluate the work of subordinate employees in the specialized field of accounting in an automated environment.
- Ability to design and prepare analytical and interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, program administrators, governmental officials, and with other employees.
- Ability to conduct long range fiscal planning.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Organization Conformance Standards for all positions:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and courteously with other employees, customers and partners.
- Work effectively as a team contributor on all assignments.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other employees and organizations in an effective manner to accomplish common task.
- Function in highly stressful circumstances.
- Maintain a high level of professionalism and to conduct business in an ethical manner at all times.
- Maintain regular and punctual attendance.

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, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures, accounting, to operate a computer terminal, perform visual inspections and extensive reading.

Desirable Education and Experience

- Graduation from a four year college or university with a degree in accounting and considerable experience in governmental finance, budgeting and accounting or auditing work including some in management of grant programs and effective supervisory experience; or an equivalent combination of education and experience.

Special Requirements

- Prefer possession of CPA license or MBA.

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