**FINANCE OFFICER**

**GENERAL STATEMENT OF DUTIES**

This classification is a management-level position with the responsibility to manage the organization’s finances and to maintain budgetary compliance with state and federal laws, rules and regulations.

**DISTINGUISHING FEATURES OF THE CLASS**

Work in this class is highly analytical and requires strong financial and management skills. In addition to being responsible for the organization’s finances and annual budget, this class oversees all daily financial operations, handles financial reporting, and prepares and manages all payroll operations. This position must be able to work with a variety of federal and state programs and understand the financial and reporting requirements of each program. Strong technical knowledge of governmental accounting and reporting is required. Work in this class requires the employee to work independently and make decisions with limited or no guidance. Work in this class is under the general supervision of the executive director and may supervise subordinate personnel.

**TYPICAL TASKS**

* Oversees the daily financial operations of the organization.
* Prepares and manages the annual budget.
* Prepares and distributes accounts payable checks.
* Maintains accurate accounting records.
* Prepares all federal and state financial reports.
* Prepares annual financial statements to be audited.
* Facilitates and coordinates the annual single audit.
* Assists in monitoring WIOA (Workforce Innovation and Opportunity Act) revenues and expenditures.
* Assists in monitoring aging (Older Americans Act) revenues and expenditures.
* Prepares payroll and all associated reports.
* Performs other duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of local government accounting procedures.

Considerable knowledge of the requirements of regional council financial operations.

Considerable knowledge of the programs and grants operated by the organization.

Considerable knowledge of accounting software and its operation.

Considerable knowledge of auditing and fiscal monitoring techniques and requirements.

Ability to maintain accurate records.

Ability to prepare accurate and timely reports.

Ability to establish and maintain effective working relationships.

**DESIRABLE EDUCATION AND TRAINING**

Graduation from a four-year college or university with a degree in accounting with experience working in the accounting profession as an accountant or higher position. Some experience in local government finance is preferred.

**PHYSICAL REQUIREMENTS**

Work in this class is generally sedentary. Work does require the ability to talk to a variety of constituent groups, see printed materials and a computer screen, and the physical dexterity to operate a motor vehicle and office equipment.

**SPECIAL REQUIREMENTS**

Possession of a valid North Carolina driver’s license and a satisfactory driving record.

Licensure as a certified public accountant in the State of North Carolina is desirable.

**FLSA STATUS**

Exempt