

**Job Announcement for Finance Director**  
Edgecombe County – Office of the County Manager

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The Edgecombe County Manager is seeking qualified applicants for the position of Finance Director. This position serves as the fiscal officer for the County and will supervise the operations of the Finance Department for the County Manager. A more detailed description may be found at [www.edgecombecountync.gov](http://www.edgecombecountync.gov).

**General Definition of Work**

Performs complex professional work developing and maintaining financial records and reports, assisting all county departments with fiscal procedures in order for them to carry out the responsibilities of their departments while maintaining compliance with local, state, and federal policies and procedures, facilitating auditors in completing the annual audit of the County, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Manager. Department supervision is exercised over Accounting Technicians, Assistant Finance Director, Payroll Administrator, and Purchasing Manager. Work is performed under the supervision of the County Manager.

**Essential Functions**

Plans, organizes and supervises the operations of the Finance Department; Monitors capital improvement and special funds; Assists the County Manager in developing the annual budget; Assists the auditors during the annual audit; Makes revenue and expenditure projections; Reviews and monitors the ongoing administration of the budget; Maintains the accounting system and financial records for the County; Regularly reports to the County Manager and County Commissioners on the financial condition of the County.

**Education and Experience**

A minimum of Bachelor's degree with coursework in accounting, or related field and extensive experience working with governmental accounting preferred, or equivalent combination of education and experience. North Carolina GFOA Public Finance Officer Certification; Must have the ability to be bonded; Valid driver's license in the State of North Carolina.

**Salary:** This position is at a grade 24 on the County's pay scale, with a starting salary of \$53,107. However, the starting salary may be higher depending on a combination of qualifications and experience.

**Closing Date:** Applications will be closed on **September 8, 2016**. The County Manager reserves the right to extend the closing date if needed to increase the pool of qualified applicants.

**Application Process:**

Qualified persons interested in being considered must submit a resume along with a completed Edgecombe County Employment Application. You may obtain an application online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov) or from the Edgecombe County Manager's Office located at 201 St. Andrew St. Tarboro, NC 27886. An interested applicant may also receive upon request a more detailed job description.

**Send your resume and completed application to:**

Eric Evans, County Manager - PO Box 10 - Tarboro, NC 27886

*Edgecombe County is an Equal Opportunity, Affirmative Action Agency and complies with the requirements of the Americans with Disabilities Act. Pre-employment drug, E-verify and criminal backgrounds screenings are required.*