



# HIGH COUNTRY

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## COUNCIL OF GOVERNMENTS

468 New Market Boulevard Boone North Carolina 28607

**Title:** Finance Officer

**Type of Position:** Full Time/Regular

**Department:** Finance/Administration

**Revised:** April 2024

### **General Statement of Duties**

Performs complex professional and difficult administrative work planning, organizing, and directing the financial activities of the High Country Council of Governments.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes and directs financial activities including receiving, disbursing, and accounting of revenues and expenditures for the COG. 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 specialized work in the preparation and analysis of financial reports, risk management, internal audit, and budget preparation. The employee must exercise considerable independent judgement 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 review of Annual Program of Work, conferences, reports, and an independent audit of financial records.

### **Illustrative Examples of Work**

- Performs a variety of financial operations including disbursement and accounting of funds, billing, accounts payable, accounts receivable, fixed assets, accounting, payroll and preparation of monthly, quarterly, and annual financial reports.
- Provides information to the Executive Director in preparation of the operating budget including projection of indirect and fringe benefits rates.
- Reviews departmental budgets and revenues; consults with the Executive Director and departments concerning their budget and financial status.
- Provides information and assistance to the Executive Director, staff, and elected officials regarding financial reporting and budget amendments; attends monthly board meetings; submits monthly statements to Management and the Board regarding the financial condition of the COG.
- 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.
- Supervises fiscal 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 database maintenance and monitoring.

- Supervises and participates in grant accounting; ensures that grant requirements for reporting are met; performs drawdown 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.
- Prepares cost allocations, tax and withholding reports
- Stays informed of changes in local, state, and federal financial policies and procedures; adjusts COG programs as needed.
- Assesses cash receipts and expenditures to ensure 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.
- Assists financial and program auditors during the annual audit of the records; follows up on findings to improve financial and recordkeeping systems.
- Establishes internal control procedures and conducts internal audits as necessary.
- Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing financial practices and procedures.
- Thorough knowledge of accounting and financial principles; Governmental Accounting Standards Board (GASB); federal and state single audit requirements.
- 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, grant accounting, purchasing and payroll systems.
- Thorough knowledge of grant guidelines and requirements.
- Considerable knowledge of the application of information technology to the work of the organization including specialized financial packages, spreadsheets, databases, etc.
- Considerable knowledge of COG programs.
- Knowledge of personnel laws, regulations, and modern and effective human resource management principles and practices, policies and procedures.
- 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.

**Minimum Education and Experience**

Bachelor's degree in accounting, business management, or related, and five or more years' 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**

Possession of a valid North Carolina driver's license. Occasional travel within and outside of the seven-county region is required.

**Physical Requirements**

Work is generally sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Employee must have close visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Physical activities may include reaching, fingering, and grasping.

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, authorities, and qualifications required of employees to perform the job. The HCCOG Executive Director reserves the right to assign or otherwise modify the duties assigned to this classification.