



Sarah Tyson  
Human Resources Director

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## RECRUITMENT ANNOUNCEMENT

**POSITION:** Accountant

**GRADE:** 64

**BEGINNING SALARY:** \$51,892.80

**LOCATION OF POSITION:** 153 Courthouse Road, Suite 101, Currituck, North Carolina 27929.

**MINIMUM EDUCATION AND EXPERIENCE:** Professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor's of Accounting or related field. At least two (2) years of progressively responsible administrative and management experience.

**JOB DESCRIPTION:** Under limited supervision, performs highly responsible administrative and fiscal control work overseeing management of County funds. Plans and organizes all operations of the Finance Department; participates in the formulation and implementation of applicable finance policies, including cash management, investment and travel policies; provides general advice, assistance and recommendations to Finance. Prepares the annual Comprehensive Annual Financial Report. Reviews activities of technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists resolving problems as non-routine situations arise. Assists with the maintenance, control, and analysis of County government fiscal operations; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the County through implementation or acquisition of adequate internal control mechanisms and insurance coverage. This is an exempt position. Reports to the Finance Director.

Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp and move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**SPECIAL JOB REQUIREMENT:** Certified Public Accountant (CPA) or North Carolina Certified Public Finance Officer, Bondable. Must complete required FEMA courses for disasters. Possession of valid North Carolina driver license. Employment drug test, criminal background check and driver's history screen required of finalist applicant(s). Must submit cover letter and resume with Currituck County application.

**RECRUITMENT PERIOD:** Posting date of July 2, 2019 – August 15, 2019.

**HOW TO APPLY:** Currituck County online application required which may be accessed at <https://co.currituck.nc.us/employment-opportunities/>

**FOR MORE INFORMATION:** Currituck County Human Resources Office or N.C. Department of Commerce  
153 Courthouse Road  
Currituck, North Carolina 27929  
[www.currituckgovernment.com](http://www.currituckgovernment.com)  
422 McArthur Street  
Elizabeth City, North Carolina 27909  
Job Referral #11110513 NC

**Equal Opportunity/Affirmative Action Employer**



## **CURRITUCK COUNTY JOB DESCRIPTION**

### **JOB TITLE: ACCOUNTANT FINANCE DEPARTMENT**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, performs highly responsible administrative and fiscal control work overseeing management of County funds. Work involves planning, coordinating, and reviewing all aspects of County financial management and administration. Employee is also responsible for preparing financial statements, the annual Comprehensive Annual Finance Report, various other required reports and assisting the County Manager in preparing annual budgets. Reports to the Finance Director.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Plans and organizes all operations of the Finance Department; participates in the formulation and implementation of applicable finance policies, including cash management, investment and travel policies; provides general advice, assistance and recommendations to Finance.

Prepares the annual Comprehensive Annual Financial Report.

Reviews activities of technical accounting personnel and clerical workers, ensuring adherence to established laws, policies, procedures and standards; assists resolving problems as non-routine situations arise.

Assists with the maintenance, control, and analysis of County government fiscal operations; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the County through implementation or acquisition of adequate internal control mechanisms and insurance coverage.

Assists Finance Director to analyze County programs and projects as outlined in budget, performing financial and programmatic reviews; assists in establishing measurable goals and objectives for appraisal standards in County departments, programs, and projects.

Assists in posting and balancing of County ledgers, bi-weekly payroll, monthly and quarterly withholding reports, retirement reports and annual W2 reporting; maintains County purchasing records, prepares financial statements, and other related reports; reviews and approves or denies expenditure requests, and signs checks and pre-audit certificates as appropriate; prepares invoices for services provided to various entities; processes invoices; monitors daily bank deposits and customer credit card transactions;

Assists Finance Director and County Manager in preparation of annual County budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; implements approved budget; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

Prepares periodic reports of departmental financial condition for review by County Commissioners, indicating receipts, expenditures and encumbrances; attends meetings of County Commissioners and provides information as requested.

Invests idle funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on County investments and securities for presentation to the County Manager and County Commissioners.

Researches and prepares specifications and performance conditions to elicit competitive pricing for a variety of commodities and services, including banking services; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions; negotiates, as appropriate, and presents to County Manager recommendations for award of purchase contracts to vendors meeting rates and conditions most favorable to interests of the County; confers with vendors and unsuccessful bidders to facilitate and maintain effective working relationships; develops and documents policies and procedures for seeking competitive bids.

Assists County department heads with financial matters as necessary; answers inquiries and explains policies and procedures of department.

Conducts accounting work on grants received by County, processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws, ordinances and/or requirements of funding agencies.

Assists Finance Director during disasters.

### **ADDITIONAL JOB FUNCTIONS**

Assists County volunteer Fire and Rescue Departments when necessary.

Assumes duties of other finance personnel, as necessary.

Performs duties as assigned by the County Manager or his designees during a State of Emergency or other disaster.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

#### **Required Qualifications**

**Education:** Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelor's of Accounting or related field.

**Experience:** At least two (2) years of progressively responsible administrative and management experience.

**Other Requirements:** Certified Public Accountant or North Carolina Certified Public Finance Officer, Bondable, must complete required FEMA courses for disasters, and must possess a valid driver's license.

*Notes: Driving, credit, and criminal history checks required. Selected candidate will also have to complete a post-offer drug-screen.*

#### **Preferred Qualifications**

- Five or more years of senior financial management experience in financial policy evaluation and development, general accounting and financial forecasting/reporting and prefer prior government experience at the senior management assistant level, including three years of supervisory experience level.
- Experience and knowledge of North Carolina financial regulations.
- A certification as a Certified Public Accountant (CPA) and/or CGFM or CPFO.
- Experience managing large-scale financial systems, working closely with fiscal services institutions, audit firms and rating/regulatory agencies is necessary.

- Experience communicating on financial matters and developing near and long-term financial strategies is essential. Exceptional communications and management abilities will be called for in this critical executive management position.
- Successful track records leading strategic initiatives and building innovative support systems. Enjoyment of a fast-paced environment that blends entrepreneurial challenges with integrity and accountability.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment, including computers, typewriters, copiers, calculators, facsimile machines, etc. Requires the ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body to grasp and move objects. Physical demand requirements are in excess of those for sedentary work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to subordinates and assistants.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, budget summaries, audits, financial statements, accounting journals, purchase orders, etc. Requires the ability to prepare a variety of correspondence, reports, financial statements, budget ordinances, budgets, depreciation schedules, revenue projections, fund balance projections, revenue and expense reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Must be able to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret various technical and professional languages, including legal and government accounting terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; compute discount, interest, profit and loss, ratio and proportion, etc.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, such as keyboards, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the standard accepted principles and practices of accounting and auditing, including modern County financial administration.

Thorough knowledge of federal, state and County laws, regulations, policies and procedure pertaining to County fiscal operations.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Thorough knowledge of the operations of County government, including taxation and other sources of revenue.

Considerable knowledge of modern governmental purchasing principles, practices and procedures.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

Considerable knowledge of contractual terms and conditions, insurance, and bid and performance bonds.

Considerable knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

General knowledge of the principles of supervision, organization and administration.

Ability to operate common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to implement and maintain standard accounting and control measures for County government.

Ability to apply accounting principles and relevant laws and regulations to the preparation and maintenance of fiscal and accounting records and reports.

Ability to plan and direct an extensive fiscal control system.

Ability to establish and maintain moderately complex records and files, and to prepare reports from such data.

Ability to plan, direct and coordinate the work of technical and clerical subordinates.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to prepare bid specifications for a variety of equipment and services purchased by the County.

Ability to exercise independent judgment and initiative in applying standards to a variety of work situations.

Ability to effectively express ideas orally and in writing.

Ability to make oral presentations before groups of people.

Ability to exercise tact and courtesy in frequent contact with various County personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

ED: 07/01/2019 (BOC)