

Pasquotank County Finance Department

Seeking applications for 1 full time

Deputy Finance Officer

Salary Range: \$37,444 to \$53,562

For more information and application go to:

<http://www.co.pasquotank.nc.us>

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Deputy Finance Officer

Pasquotank County is seeking applications for the position of Deputy Finance Officer. The successful applicant will be responsible for accounts payable, bank reconciliation, and various other general ledger functions. A Bachelor's degree in Accounting is preferred or equivalent combination of education and experience. Salary range for the position is \$37,444 to \$53,562. Hiring salary will be determined based on qualifications and experience.

To apply: Download Pasquotank County's employment application at www.co.pasquotank.nc.us and submit application along with a resume and cover letter to: Pasquotank County Personnel Office, P O Box 529, Elizabeth City, NC 27907. Position opened until filled.

DEPUTY FINANCE OFFICER

PASQUOTANK COUNTY JOB DESCRIPTION

**JOB TITLE: DEPUTY FINANCE OFFICER
FINANCE OFFICE**

GENERAL STATEMENT OF JOB

Under limited supervision, this position is responsible for performing professional and responsible supervisory work in planning, organizing and executing the accounting functions of the County. Work includes supervision and participation in the accounts payable, general ledger preparation and maintenance, bank reconciliation, fixed assets, and general financial reporting. Employee is also responsible for supervising a staff of technical and clerical personnel. Reports to the Finance Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Assist in the overall direction of the Finance Department performing managerial tasks and highly technical financial and accounting control work.

Reviews and distributes monthly computer reports generated to Department Heads for coding or data-entry errors; oversees correction of errors.

Manage and oversee accounting and reporting functions. Supervise staff in the maintenance, control, and analysis of the fiscal operations of the County government.

Supervises and participates in the posting and balancing of County ledgers, preparing reconciliations of payroll deductions for insurances, bank reconciliations, maintain fixed assets records, coordinates the use of County credit cards, prepares account analysis for County auditors, and performs any necessary tasks as assigned by the Finance Officer.

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

ADDITIONAL JOB FUNCTIONS

Coordinates the purchase of various office supplies.

Works with the County's debt setoff program.

Performs other related work as required in absence of the Finance Officer.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in accounting, finance, business administration or a related field, and 3 to 5 years of accounting experience, preferably in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, calculators, copiers, typewriters, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

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 correspondence, reports, forms, records, budgets, etc. Requires the ability to prepare a variety of correspondence, reports, forms, records, 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 government accounting terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; calculate decimals and percentages; and 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, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does 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 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.

DEPUTY FINANCE OFFICER

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles and practices of accounting and auditing, including modern County financial administration.

Knowledge of federal, state and County laws and policies concerning County fiscal operations.

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

Skill in the operation of common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

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

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

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

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable independent judgment and initiative in planning and directing an extensive fiscal control system.

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

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