

BOARD OF COMMISSIONERS

DEMPSEY BOND, JR., CHAIRMAN  
EMILY BIGGS, VICE CHAIR  
JOE R. AYERS  
RONNIE SMITH  
DAVID "SKIP" GURGANUS



BENJAMIN R. EISNER  
INTERIM COUNTY MANAGER

JULIA S. REASE  
CLERK TO THE BOARD

**Assistant Finance Director**

**Salary: Depending on Qualifications**

**Duties/Responsibilities:** An employee in this class leads and participates in the accounting of revenues and expenditures for the County. Work involves performing grant and capital project accounting, reconciliation of general ledger, landfill accounting, fixed asset management, administering gas and purchasing card programs, assisting with risk management, assisting with CAFR and AFIR preparation. Leads and participates in accounts payable, accounts receivable, general ledger preparation and maintenance, and bank reconciliations as needed. The role serves as lead worker, acts in the absence of the Finance Director, and provides technical guidance to other finance staff. The employee must exercise judgment and initiative in identifying and resolving the daily problems and activates of the fiscal control system. Work is performed in accordance with established finance procedures, local ordinances and North Carolina General Statutes governing the responsibilities of local government fiscal operations under the North Carolina Fiscal Control Act. The employee performs responsibilities with a degree of independence, receiving instruction and advice only on matters involving significant departure from established policy, assisting the Finance Director in any phase of the fiscal operations. Work is performed under the supervision of the Finance Director.

**Training/Experience:** Graduation from an accredited four year college or university with bachelor's degree in accounting including considerable progressively responsible professional experience in public sector accounting and experience with spreadsheet software; or and equivalent combination of education and experience.

**Benefits:** Paid Health Insurance, Paid Dental Insurance, Paid Life Insurance (\$15,000 Term), Paid Retirement thru LGERS, Paid 5% 401-K Contribution, Paid Vacation, Paid Sick Leave and Paid 13 days of Holiday per year.

Closing Date: Until Filled

To Apply; Applications can be mailed to: Martin County – Attn: Donna Zube – PO Box 668-Williamston, NC 27892. Applications can be found on Martin County Website ([www.martincountyncgov.com](http://www.martincountyncgov.com))

Martin County is an Equal Opportunity Employer