

BOARD OF COMMISSIONERS

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INTERIM COUNTY MANAGER

JULIA S. REASE
CLERK TO THE BOARD

Finance Director

The County of Martin Board of Commissioners are seeking an executive-level leader to serve as their next Finance Director. The incumbent will perform complex professional and responsible managerial and administrative work in planning, organizing, and executing the financial programs of Martin County. Work is performed under the direction of the Martin County Manager.

Essential Duties:

- Plans, organizes, and directs the operations of the Finance Department including disbursement and accounting of County funds and preparation of monthly, quarterly and annual reports.
- Works in concert with the County Manager to prepare the County's annual general operating and capital improvements budgets; works with each department head to project revenues and expenditures; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.
- Determines tax rate projections based on expected expenditures and projected revenues.
- Supervises a staff of professionals and paraprofessionals within Finance Dept.
- Reviews and monitors on-going administration of budget, accounting and billing processes; posts to the general ledger all revenues and expenditures; reviews budgetary and financial systems and controls and develops methods for improvement in accuracy, security, and effectiveness in providing service to County departments.
- Manages the receipt and investment of all revenues; directs and supervises debt management; determines the amount of money required for debt service and secures and recommends financing; ensures that investments of idle funds comply with North Carolina General Statutes governing investments and that transfers are made in a timely matter.
- Submits to the Manager and the County Commissioners periodic statements of the financial condition of the County; reviews each department's revenue and expenditure reports and analyzes actions; discusses actions and documents rationale and justification for actions; requests additional funds and transfer from the Commissioners.
- Assists the auditors during the annual audit of the County financial records for each department.

Qualifications:

Graduation from a four year college or university with a degree in accounting or business, preferably supplemented with a master's degree in business or public administration and considerable experience in public finance administration including management experience;

or and equivalent combination of training and experience. Must complete Finance Officer Certification through the NC School of Government.

Benefits:

- Paid Health Insurance
- Paid Dental Insurance
- Paid Life Insurance
- Paid Retirement Thru LGERS
- Paid 5% 401-K Contribution
- Paid Vacation
- Paid Sick Leave
- Paid 13 days of Holiday per year

Salary: Depending on Qualifications

Closing Date: Until Filled

Submit following: Martin County Application to Ms. Donna Zube, HR Director, PO Box 668, Williamston, NC 27892 or dzube@martincountyncgov.com

Martin County an Equal Employment Opportunity Employer.