



## **Finance/Administrative Officer Position**

### **Position Summary**

Toe River Health District is a local governmental entity, separate from county government that provides the full range of public health programs and services required by the state of North Carolina. This position performs supervisory, professional and administrative work in the development, planning, and execution of the financial activities of Toe River Health. The administrative unit provides administrative and fiscal support for Avery and Mitchell County Health Departments.

An employee in this class supervises and participated in processes for the receiving, disbursing, and accounting of revenues and expenditures for the Toe River Health District and assisting the Health Director on strategic and tactical matters related to budget management, cost/benefit analysis, forecasting and evaluating needs and securing funding for programs and projects. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established finance procedures, North Carolina General Statutes governing the responsibilities of local government fiscal operations and the North Carolina Department of State Treasurer.

The employee provides direct supervision of the finance staff and works under the direction of the Health Director and is evaluated through conferences, reports, performance evaluations and an independent audit of financial records.

### **Knowledge, Skills, Abilities and Duties:**

- Plans, organizes, supervises and participates in the operation of the finance department
- Considerable knowledge of the operation of public health/local government including taxation and other sources of revenue; purchasing and bidding requirement; grants and contract management; investments; and issuance of debt
- Prepares and submits a variety of fiscal records and reports, analyses and projections
- Coordinates the annual audit and responds to findings
- Maintains a computerized system of accounting which includes general ledger, accounts receivable, accounts payable, revenue and expenses.
- Prepares and submits budget revisions to the Board of Health
- Ability to interpret and apply the laws and regulations governing public health
- Design and implement new and improved accounting and record-keeping systems
- Work with accuracy and precision under stressful conditions created by trying to manage multiple priorities and meeting reporting deadlines
- Knowledge of laws and regulations related to supervision and compensation of employees
- Oversees payroll and total salary and fringe benefits for each employee
- Prepares and submits annual pay plan in coordination with the Health Director and Personnel Officer

- Considerable knowledge of modern and effective management principles including leadership, hiring, motivation, communication and conflict resolution
- Requires adjustment and flexibility due to interruptions and shifting of own priorities to meet the demands of the job and the needs of the Agency
- Thorough knowledge of North Carolina General Statutes of the duties of finance officer
- Knowledge of principles and practices of accounting and auditing
- Knowledge of laws regulating accounting practice, techniques of budget development and administration
- Proficiency using a computer and financial and management software
- Ability to communicate effectively in oral and written communication
- Performs other related duties as assigned

**Minimum Education:**

- Graduate from a four-year college or university, with a degree in accounting or business administration (emphasis in accounting), and three years of experience in personnel, budgeting, research or administrative management, preferably involving participation in the planning and management of a business or governmental program; or equivalent based on years of experience

**Other Requirements:**

- Must possess a valid NC Driver's License and reliable transportation
- Ability to be bonded in the State of North Carolina

**Work Schedule:**

- This position is exempt from North Carolina wage and hour regulations
- Scheduled work hours will be within normal health department hours, which are 8:00 am – 4:30 pm Monday – Friday. Work hours are as required to adequately perform the functions of the position. After hours and weekend work is required on occasion.

**Physical Requirements:**

Requires frequent sitting for long period. Requires use of office equipment, such as computers, telephones, copiers. The employee is occasionally required to stand and walk; lift to 10 lbs.; use hands and fingers; vision abilities required include close vision, distance vision, depth perception, and ability to adjust focus.

**Location:** Toe River Health District Office in Bakersville, North Carolina

**Salary commensurate with experience and includes an excellent benefits package**

**Position Closes November 10<sup>th</sup>, 2023**

This position is subject to employment reference checks, drug test and background check.

**Qualified and interested applicants can apply by submitting a NC State Application, resume and transcripts to Human Resources at [glenda.shuffler@toeriverhealth.org](mailto:glenda.shuffler@toeriverhealth.org)**

**Toe River Health District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or genetic information in employment or in the provision of services**