

FINANCE DIRECTOR: Eastern Carolina Council (New Bern, NC) is seeking a skilled professional to join the Administration Department. An employee in this class plans, organizes and executes the fiscal operations of the organization including receiving, disbursing, and accounting of revenues and expenditures for the Council. Work involves leading and executing the budget process, purchasing, accounts payable and receivable, general ledger, cash management, risk management, and payroll operations. The employee performs the specialized work in the preparation and analysis of financial reports, development and administration of indirect cost plans, participation in grant development, grant accounting, risk management, internal audit, and budget preparation and coordinates the external audit. Work also includes coordination of hiring processes and benefits administration. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control systems. Work is performed in accordance with established accounting principles including GAAP and GASB, Council finance procedures, grant and regulatory agency requirements, including Federal, State and Local regulations and policies and North Carolina General Statutes governing the responsibilities of government fiscal operations. This position supervises the administrative staff. Work is performed under the general supervision of the Executive Director, and is evaluated through conferences, reports, and an independent audit of financial records.

Graduation from a four-year college or university with a degree in accounting or business administration and five or more years' experience in governmental finance, budgeting and accounting or auditing work including some in management of grant programs and effective supervisory experience; or an equivalent combination of education and experience. Prefer Master's degree, possession of Local Government Finance Officer certification or CPA. Hiring Range: \$76,274 -\$122,040 Excellent fringe benefits. EOE. Open until filled.

Please email Cover Letter, Resume, and PD-107 to eccadmin@eccog.org