

Finance Director
Eastern Carolina Council of Governments

The Eastern Carolina Council (ECC), located in New Bern, NC, is seeking a skilled professional to join its management team as Finance Director. ECC is a membership organization chartered by the State of NC under NC General Statute 160A-470 that serves local governments in a nine-county region (Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow Pamlico, and Wayne counties).

Work is performed under the general supervision of the Executive Director, and is evaluated through conferences, reports, and an independent audit of financial records. An employee in this class plans, organizes and executes the fiscal operations of the organization including receiving, disbursing, and accounting of revenues and expenditures. Work involves working with the Executive Director to coordinate the budget process and leading and directing the purchasing, accounts payable and receivable, general ledger, cash management, risk management, and payroll operations. The employee performs 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 serving as Human Resources Director and coordination of hiring processes, benefits administration, and personnel records. 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 finance and administrative staff.

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: \$78,922 - \$97,714. Excellent fringe benefits. EOE. Open until filled.

How to Apply

Email completed North Carolina PD-107 application (available at <https://oshr.nc.gov/nc-state-government-paper-application-employment-pd-107>), letter of interest and resume to Executive Director David Bone at dbone@eccog.org. The position is open until filled. EOE (Equal Opportunity Employer).

About New Bern

ECC's office is located in the heart of downtown New Bern, NC. This scenic riverfront city is less than an hour from the state's Crystal Coast beaches, and the region provides plenty of outdoor recreation opportunities. New Bern is North Carolina's second-oldest colonial town and is filled with historic charm.