



County of Hyde

Job Title:	Deputy Finance Officer	Job Category:	Administrative
Department/Gro up:	Finance Department	Job Code/ Req#:	65
Location:	Hyde County	Travel Required:	No
Level/Salary Range:		Position Type:	Full Time
HR Contact:	Tammy Blake	Date posted:	8/28/18
Will Train Applicant(s):	N/A	Posting Expires:	9/7/18 or until filled
External posting URL:			
Internal posting URL:	www.hydecountync.gov		
Applications Accepted By:			
Fax or E-mail: (252) 926-0213 or tblake@hydecountync.gov Subject Line: Attention: Tammy Blake		Mail: Tammy Blake Hyde County Government Human Resources P.O. Box 188 Swan Quarter, NC 27885	
Job Description			
Description of Work:			
<ul style="list-style-type: none"> Performs professional work assisting with department operations; coordinating accounting, budgeting and revenue collections functions; preparing and maintaining detailed records and files; preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Finance Officer. Continuous supervision is exercised over all department personnel in the absence of the Finance Officer. 			
Qualification Requirements			
<ul style="list-style-type: none"> To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. 			
Essential Functions/Typical Tasks:			
<ul style="list-style-type: none"> The essential function of the position within the organization is to assist the Finance Officer in maintaining a balanced budget throughout the fiscal year. The position is responsible for approving purchase orders, approving invoices for payment, receiving and processing monies from County departments, maintaining bank accounts, correcting coding errors through journal entries, and performing related clerical and 			

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accounting tasks. The position works under general supervision of the Finance Director and decides how and when to complete tasks. Some essential functions include but are not limited to:

- The development and implementation of policies, procedures and guidelines necessary for the management and administration of the County Budget;
- Establish strategies and policies to govern and enhance financial management programs and functions;
- Oversee the preparation and issuance of the County's financial statements;
- Required to review internal and external audit reports and evaluate degree of compliance, developing financial strategies and controls necessary to strengthen areas of weakness
- Plan and prepares recommended policies, guidelines and instructions to be followed by County personnel in the formulation of annual operating and capital improvement budget requests.
- Prepares or coordinates the preparation of supporting budget documentation, including revenue projections, statistical data and other fiscal information.
- Directs the preliminary and final compilation of the recommended annual operating budget and capital improvement budget for the County; works closely with department heads concerning issues pertaining to their budgets.
- Participates in the analysis of current operating revenues/expenditures and the estimating of future revenues/expenditures.
- Incumbent will also carry out special projects, and may be required to serve on committees or task forces designed to improve divisional and/or enterprise-wise economy and efficiency

Primary Duties: This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.

- Analyzes budget performance to forecast revenues and expenses. Looks for efficiencies.
- Maintains record of fixed assets and depreciation schedules.
- Receives cash/checks from County departments for combined reconciliation and entry into the General Ledger.
- Approves invoices for payment; approves purchase orders, verifying availability of funds prior to purchase of items over \$100.
- Enters water deposit reconciliation sheets to update the General Ledger; records general journal entries.
- Ensures and processes with accuracy all A/P processes.
- Work closely with external auditors in preparation of the CAFR and providing reports and documents needed to complete the audit.
- Verifies account transactions with various departments to ensure accuracy of each department's accounts and to address/resolve problems as they arise.
- Writes CDBG checks to pay invoices.
- Reconciles bank accounts to verify balances in the General Ledger match bank balances.

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- Completes the Motor Fuels Tax Report to apply for reimbursement; completes sales tax spreadsheets to fill out the Sales Tax Report to apply for reimbursement annually after fiscal year-end.
- Assists the Finance Officer with daily tasks as needed; handles special projects/tasks as directed.
- Performs clerical tasks such as preparing routine or special reports, performing data entry, e-mailing, faxing, telephoning or photocopying.
- Analyze Budget of departments and input and maintain budget module.
- Timely production of monthly accounts of high quality and reliability, meeting reporting deadlines set
- Understanding and challenge of variances for other budget holders on an ongoing basis and understanding of movements in agency's balance sheet.

Knowledge, Skills and Abilities

- Thorough knowledge of the principles and practices of accounting and budgeting as applied to municipal government; thorough knowledge of the principles underlying general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of modern office practices and of standard office and accounting equipment; general knowledge of audit practices; ability to plan, organize and direct the work of subordinate employees; ability to prepare complex financial reports; ability to communicate ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with associates.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

- "Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.
- Computes or performs arithmetic operations.

People Responsibility:

- "People Responsibility" refers to individuals who have contact with or are influenced by the position.
- Provides assistance to people to achieve task completion.

Assets Responsibility:

- "Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.
- Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or accounting for moderate amounts of money.

Mathematical Requirements:

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- “Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.
- Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

- “Communications” involves the ability to read, write, and speak.
- Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

Complexity of Work:

- “Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.
- Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

- “Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.
- Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

Equipment Usage:

- “Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.
- Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as adding machines, copiers, computers, peripherals, or software programs such as word processing, spreadsheets or custom accounting applications.

Safety of Others:

- “Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.
- Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

- “Education Requirements” refers to job specific training and education required for

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entry into the position.

- Bachelor Degree and four years of experience in governmental finance or accounting or a closely related field or equivalent combination of education and experience.

Experience Requirements:

- “Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.
- Requires two years of related experience, including accounts payable, budget and audit experience in a governmental environment.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

- “Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.
- Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment.

Unavoidable Hazards:

- “Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.
- The position is exposed to no unusual environmental hazards.

Sensory Requirements:

- “Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.
- The position requires normal visual acuity and field of vision, hearing and speaking.

Americans With Disabilities Act Compliance

Hyde County is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Application Process:

Hyde County applications can be obtained at the Human Resources office during regular business hours at the address listed above or at: www.hydecountync.gov.

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