

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Job Title:

Finance Officer
Albemarle Commission, Hertford, NC

Description of Work:

The Finance Officer performs complex professional, managerial and administrative work in planning, organizing, and executing the financial duties and related activities of the organization. The Financial Officer is responsible for managing the financial transactions of the organization. This includes overseeing financial planning, budgeting, forecasting and managing financial reporting and analysis. The Finance Officer is also responsible for developing and implementing financial policies and procedures that align with the organization's goals. This position works under the supervision of the Executive Director and plays an important role in the Albemarle Commission's financial operations and compliance.

Specific responsibilities include:

- Assists the Executive Director in the oversight and compliance of the Albemarle Commission's financial policies; updates the policy, as needed, based on changes to local, state and federal government fiscal requirements.
- Works with Program Directors to prepare the Commission's annual budgets; monitors and maintains the annual budget by preparing budget amendments and journal vouchers; as necessary
- Researches fiscal discrepancies; submits reports/budgets to the Executive Director and Board of Delegates.
- Collaborates with other departments to ensure that all financial decisions are aligned with the organization's broader strategies and objectives.
- Supervises finance staff in the preparation of budget, payroll, fiscal reporting, accounts payable, classifying and coding of receipts and expenditures.
- Performs grant accounting; ensures that grant requirements for reporting are met; performs draw down of state and federal grant funds.
- Calculates indirect cost and performs other financial analysis and develops trend data.
- Submits periodic statements of the financial condition of the agency; provides supporting documentation; performs interpretive and analytical financial reporting and presents findings.
- Assesses cash receipts and expenditures to ensure receipts are sufficient to meet cash needs.
- Maintains files on all contracts; reviews and approves contracts for services.
- Assists financial and program auditors during the annual audit; follows up on findings to improve financial and record keeping systems.
- Reviews internal control procedures and conduct internal audits, as necessary.
- Serves on the management team for organization.
- Other duties as assigned.

The Albemarle Commission is an Equal Opportunity Employer.
Updated:3/20/25

Albemarle Commission

512 South Church St.
Hertford, NC 27944
252-426-5753
www.albemarlecommission.org



Education, Experience & Qualifications:

Graduation from a four-year college or university with a Bachelor's degree in Accounting or Business Management. Masters preferred. Considerable experience in governmental finance, budgeting and accounting. Experience in grant management and effective supervisory experience. Knowledge or Experience with MUNIS preferred. An equivalent combination of education and experience may be considered.

The candidate must have strong organizational skills and possess the ability to communicate effectively and efficiently with individuals inside and outside of the organization. Proficiency in Microsoft Office Suite, exemplary analytical, problem-solving, presentation, and leadership skills is required. Employee must demonstrate the ability to maintain a high level of professionalism and conduct business in an ethical manner.

Salary:

This position is a salary grade **27**. The hiring range for this position is **\$63,629.00-66,751.00**.

Benefits:

The Albemarle Commission offers a generous benefits package to our full-time employees, including paid vacation and sick leave; NC Local Government Employees' Retirement System; 401K employer contribution; ability to participate in the NC State Health Plan, employer paid dental, vision, and short/ long-term disability, life insurance; longevity pay after 5 years of service.