



## **Finance Director**

Kerr-Tar Regional Council of Governments seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region. The Finance Director is responsible for the preparation and maintenance of all financial records, accounting activities and budgeting of a governmental regional planning agency. The employee must exercise considerable independent judgement and initiative in performing the fiscal control responsibilities. Work is performed in compliance with agency policies and federal and state regulations, including the NC Local Government Budget and Fiscal Control Act and under the direction of the Executive Director and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties include but are not limited to:

- Plans and performs fiscal operations for the organization including accounting activities, payroll, budgeting, purchasing, preparing and administering cost allocation plans, preparing financial reports to state and federal agencies, fixed assets, benefits administration and advising the Board and Executive Director on fiscal issues.
- Assists the Executive Director in directing the formation of COG financial policies and in the final preparation of the budget.
- Monitors and conducts assessments and provides financial technical assistance to member governments and contractors, and to staff on grant requirements; performs and supervises grant requisitioning, accounting, and reporting.
- Supervise department staff, providing instruction, assigning, and reviewing work to maintain established standards.
- Performs risk management, benefits management and maintains personnel records for the organization.
- Manages the receipt of all revenues; posts all revenues and expenditures. Reviews and monitors on-going accounting and billing processes; reviews budget Finance systems and develops methods for improvement.
- Assists the auditors during the annual audit of the financial records; follows up on findings to improve financial systems.

The position requires a minimum of a Bachelor's Degree in accounting, business or related field and at least five years of progressively responsible public finance experience. Successful applicant must have the ability to be bonded. Experience in non-profit accounting is also desirable. Requires high-level proficiency in MS Office programs, Harris/CSI accounting software and QuickBooks. Ability and willingness to obtain North Carolina Finance Officer Certification from the UNC School of Government.

Salary will be competitive and based on experience. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at [info@kerrtarco.org](mailto:info@kerrtarco.org). Please note, only electronic application materials will be accepted for this position. Position is open until filled with rolling interviews. Interested applicants are encouraged to apply early.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. All employment is decided on the basis of qualifications, merit, and organizational need.

Position is open until filled; initial review of applications will begin April 30, 2025.