

**ASSISTANT FINANCE DIRECTOR  
UPPER COASTAL PLAIN COUNCIL OF GOVERNMENTS (UCPCOG)**

**General Statement**

Performs complex professional and administrative work in planning, organizing, and executing the financial activities of the UCPCOG.

**Distinguishing Features of the Class**

An employee in this class executes complex financial plans and implementations as directed by Finance Director. Work includes monitoring the internal controls and reports of receiving, disbursing, and accounting of revenues and expenditures for the UCPCOG. Work involves monitoring of the budget, purchasing, accounting, cash investments, and payroll operations. Employee performs the specialized accountant level work in the preparation and analysis of financial reports, investment of funds, and posting of revenues. The employee must exercise considerable independent judgment and initiative in making recommendations to the Finance Director and monitoring the fiscal control system. Work is performed in accordance with established UCPCOG finance procedures, grant requirements, North Carolina General Statutes governing the responsibilities of government fiscal operations and generally accepted accounting standards. The employee works in an office setting and is not substantially exposed to adverse environment conditions. Work is performed under the general supervision of the Finance Director, and is evaluated through conferences, reports, and an independent audit of financial records.

**Illustrative Examples of Work**

- Works to support a large department(s) financial and budgetary planning needs.
- Classifies and codes of receipts, expenditures, transfer of funds and posting items to the general ledger.
- Coordinates contracts with the outside vendors.
- Monitors accounting software system.
- Monitors programs.
- Supervised establishment of records on computer.
- Coordinates annual general operating budget.
- Works with each program head to project revenues and expenditures.
- Reviews budget requests for accuracy and justification of resource allocation and expenditures.
- Assists the Finance Director in directing the formation of UCPCOG financial policies and in the final preparation of the budget.
- Reviews and monitors on-going administration of budget, accounting and billing processes; reviews budget 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.
- Reviews each program's revenue and expenditure reports and analyzes actions.
- Performs related duties and required.

### **Knowledge, Skills, and Abilities**

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing financial practices and procedures.
- Thorough knowledge of the principles and practices of public finance administration including principles and practices of governmental accounting.
- Thorough knowledge of the principles and practices of governmental purchasing and payroll systems.
- Thorough knowledge of grant guidelines and requirements.
- Working knowledge of UCPCOG programs.
- Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.
- Ability to supervise, organize, and evaluate the work of subordinate employees in the specialized field of accounting in an automated environment.
- Ability to design and prepare analytical and interpretative financial statements.
- Ability to establish and maintain effective working relationships with the public, program administrators, governmental officials, and with other employees.
- Ability to conduct long range fiscal planning.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.

### **Education and Experience**

Bachelor's degree in accounting, business management, or related, 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.

### **Special Requirements**

- Possession of a CPA license or MBA, preferred
- CLGFO certification, preferred
- Possession of a valid North Carolina driver's license

### **Physical Requirements**

Work is generally sedentary requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Employee must have close visual acuity to be able to prepare and analyze data and figures for accounting, perform extensive reading, operate a computer and other office equipment, determine accuracy and thoroughness of work, observe general surroundings and activities. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Physical activities may include reaching, fingering, and grasping.

### **Working Conditions**

Work is performed in an office with a controlled environment without exposure to harmful conditions. Position is subject to meetings outside the normal 8-hour day environment and may include travel to facilities, working after hours and on weekends without additional compensation.

**FLSA Status:** Exempt

**Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, authorities and qualifications required of employees to perform the job. UCPCOG reserves the right to assign or otherwise modify the duties assigned to this classification.

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