

NASH-EDGECOMBE ECONOMIC DEVELOPMENT, INC.

**Job Title: Finance Director**

**JOB DESCRIPTION**

**General Statement of Duties:** Perform supervisory and complex fiscal control work in the Finance Department. Responsible for accounts system development and fiscal control over a variety of diverse program accounts each having different funding sources. Work includes supervision of a staff of accounting technicians and coordination and review of all the accounting – clerical work. Work also involves the responsibility of inventory control, purchasing, contracts, insurance and advising the Executive Director on financial matters. Work is performed independently under the general supervision of the Executive Director and is reviewed through periodic reports and an annual audit.

Plan, organize, and review the work of accounting technicians involved in payroll preparation, pre-auditing of purchase orders, invoices and vouchers, and general maintenance of accounting journals.

Act as budget officer in monitoring receipts, expenditures, and payroll functions.

Prepare internal and external financial reports as required by the Executive Director, governing board and other funding sources.

Assemble data for and prepare budgetary requests and supporting information for review by the Executive Director.

Serve as financial advisor to the Executive Director.

Perform other duties as assigned.

Thorough knowledge of bookkeeping principles and practices. Thorough knowledge of established governmental budgeting and bookkeeping practices and procedures. Ability to understand, interpret, and applies the laws and regulations governing the maintenance of financial records. Ability to plan, supervises, and instructs accounting technicians in record keeping and other accounting-clerical work.

**DESIRABLE EXPERIENCE AND TRAINING**

Graduation from a four-year college or university with a major in Business Administration, Accounting or Finance; and experience in fiscal control, bookkeeping or accounting-clerical work. Extensive experience in fiscal control, bookkeeping, or accounting-clerical work and graduation from high school supplemented by basic courses in bookkeeping or accounting; or an equivalent combination of experience and training.

**SALARY GRADE:** 45

**SALARY RANGE:** \$64,750 to \$81,994