

FINANCE DIRECTOR
Roanoke Rapids Sanitary District
Administration Department



Salary Range \$81,516 - \$125,176 Annually

The Roanoke Rapids Sanitary District is seeking a Finance Director to serve as its next chief financial officer. Emphasis of the work is on the exercise of managerial and professional accounting knowledge and abilities required to oversee the operation and supervision of all financial activities, including subsidiary functions for financial reporting, treasury, investments, billing, cash collections, payroll, benefit administration, and other financial operations. Work is performed with broad discretion and judgement and is performed under the general direction of the Chief Executive Officer. Supervision is exercised over department personnel. Work is evaluated based on attainment of individual, departmental, and District objectives, compliance with federal and state laws, accuracy of records, and adherence to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) standards.

Essential Duties and Responsibilities

- Plans, organizes, and manages the fiscal operations of the District, including disbursement and accounting of District funds and oversees the preparation of monthly, quarterly, and annual reports.
- Formulates and implements applicable fiscal policies and performs senior level management and policy advice on District issues, programs, and services.
- Oversees compliance with local, state and federal laws and ordinances for financial activities of the District.
- Oversees the development of operating and capital improvement budgets; forecasts revenues and expenditures; reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.
- Assists with the preparation of the annual District budget with the CEO and the subsequent submission to the Board of Commissioners; makes all necessary budget adjustments throughout the fiscal year.
- Oversees the administration of the District's procurement process.
- Manages the receipt and investment of all revenues and the posting of all revenues and expenditures and account reconciliations.
- Reviews and monitors on-going administration of budget, accounting, and billing processes; reviews budget systems and develops methods for improvement.
- Maintains favorable relationships within the financial community, including bond counsel, financial advisors, and credit rating agencies to ensure continued awareness of the District's financial health, and favorable, adequate, and appropriate funding sources.
- Prepares records and reports for the annual independent audit of the District's financial records.
- Directs and prepares various financial reports including budget status reports, tax reports and state and federal reports.
- Maintains a financial management system for the District including financial records for each department and other funds.
- Coordinates the administration of technical financing arrangements for securing debt and other long-term obligations of the District, including debt records and financial disclosure documents.
- Regularly attends Board of Commissioners meetings and presents information as needed.
- Assist auditors with annual fieldwork, completing year-end journal entries and preparing annual financial statements.
- Develops guidelines to ensure all District contracts, inter local agreements, and grant documents comply with local, state, and federal financial regulations.
- Oversees all functions of payroll, employee utilities finance, and financing of capital projects.
- Performs work during emergency/disaster situations, including coordinating with key contacts in local, state, and federal agencies.
- Supervises staff to include prioritizing and assigning work, conducting performance evaluations, ensuring staff is trained, and making hiring, termination, and disciplinary recommendations.

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and practices of public finance administration, including principles and practices of generally accepted accounting principles (GAAP) as well as Governmental Accounting Standards Board (GASB) standards and North Carolina General Statutes.
- Ability to represent the District in a professional and respectful manner while interacting with a diverse set of individuals within the workplace and the community.
- Thorough knowledge and understanding of public finance and revenue collections to include all federal and state audit requirements and policies.
- Thorough knowledge of the principles and practices of management and supervision including employee relations, hiring, training, disciplinary process, and motivation.
- Thorough knowledge of the principles and practices of local government procurement and payroll processes.
- Ability to evaluate financial systems and internal controls, formulate and install accounting methods, procedures, forms, and records.
- Ability to conduct complex long range fiscal planning and to accurately analyze and prepare financial records and reports.
- Ability to prepare and present complex and detailed fiscal reports of a financial nature to the Board of Commissioners or other governing bodies or state and federal agencies.
- Must be skilled in preparing financial reports, preparing, and monitoring budgets, analyzing and interpreting complex and detailed financial data, and evaluating and developing investment strategies for the District.
- Must possess interpersonal skills applied to interaction with coworkers, supervisors, the Board of Commissioners and the general public sufficient to exchange or convey information and to receive work direction.
- Must possess proficient skills in Microsoft Office Excel and Word applications to maintain and analyze complex rate models and other financial data.

Required Qualifications

Education: Minimum requirements include a Bachelor's degree in accounting, finance, or a closely related field of study.

Experience: A minimum of six (6) years of progressively responsible financial experience (preferably in local government), including three (3) years of management level experience, or an equivalent combination of education and experience sufficient to successfully perform listed job duties.

Other Requirements: Possession of driver license valid in North Carolina. Proficient in Office Word and Excel.

Preferred Qualifications

- CPA, NCGFOA or comparable professional designation / certificate.
- Master's degree in business administration, public administration, or a closely related field of study.

Physical Requirements

Work is sedentary, requiring the exertion of up to ten pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Must be able to physically perform the basic life operation functions of stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, feeling, grasping and repetitive motion. Employee must have the 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. Verbal communication is required for expressing or exchanging ideas by means of spoken words. Hearing is required to perceive information at normal spoken word levels. Must be able to distinguish between shades of color.

FLSA Exempt