

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for an **Assistant Finance Officer** to work in the Surry County Finance Department. This position performs professional and responsible supervisory work in planning, organizing, and executing the accounting services and related activities for the County. The position serves as assistant to the Finance Officer and provides day-to-day supervision for receiving, disbursing, and accounting of County revenues and expenditures. Work involves supervision of accounting, accounts payable, accounts receivables, fixed assets, purchasing, grant administration, and internal audit functions. Judgment and initiative must be exercised in identifying and resolving daily problems and activities of the fiscal control system. Work is performed in accordance with established County policies and procedures, local ordinances, and the North Carolina General Statutes governing local government fiscal operations. Work is performed under the general supervision of the Finance Officer and is evaluated in terms of record accuracy and through independent and internal audits. Additional duties include supervision of employees and operations of the Finance Department; assuming duties of Finance Officer in his or her absence; assisting the Finance Officer in the disbursement and investment of County funds in compliance with North Carolina General Statutes; maintaining ledgers; preparing budget amendments; bank statement reconciliation; budget preparation; reporting; assisting auditors; drafting Comprehensive Annual Financial Report and other duties as required.

DESIRED TRAINING AND EXPERIENCE: Previous governmental accounting with prior supervisory experience. Graduation from an accredited four-year college or university with major course work in accounting or business and 3 to 5 years experience in accounting; or graduation from an accredited two-year college or university with major course work in accounting or business and 5 to 7 years experience in accounting or equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SALARY RANGE: Grade 73 \$47,088 - \$79,932

APPLICATION PROCESS: Applications will be taken at NC Works Career Center, 541 West Pine Street, Mount Airy, NC (phone 336-786-4169), by calling the Surry County Human Resources Office at 336-401-8221 or by going online to the Surry County HR job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us. A complete list of duties and analysis of physical demands is available for review.

SURRY COUNTY IS A DRUG FREE / EEO EMPLOYER

Date Posted: December 22, 2021
Closing Date: Open until filled