



County of Dare Finance Director

SALARY	\$120,870.00 - \$193,391.00 Annually	LOCATION	Manteo, NC
JOB TYPE	Full-time	JOB NUMBER	2024-00657
DEPARTMENT	Finance	OPENING DATE	09/23/2024

About the Position

Serves as the Chief Financial Officer for Dare County. Performs complex professional and administrative work planning, directing, coordinating, and supervising all operations of the department, preparing the biennial budget and capital improvements plan, managing all aspects of debt issuance, overseeing the preparation of the annual audit and comprehensive annual financial report, maintaining files and records, preparing reports, and related work as apparent or assigned. Departmental supervision is exercised over all personnel within the department. Budgets: All Fund Budget \$229 million and CIP Budgets \$167 million.

Job Duties

- Manages debt service payments, EMMA continuing disclosure, debt ratings, debt software, refunding analysis, new debt issuances and structure, debt modeling, LGC reporting and relationships, and works with the County's financial advisor.
- Oversees all areas of budget development and analysis, including revenue forecasting.
- Manages all County and Airport Authority investment portfolios; prepares monthly investments report.
- Plans, directs, manages, and participates in the general accounting functions of the County including accounts payable, purchase orders, payroll, revenue collection, capital assets and development of accounting policies, procedures, and practices.
- Manages the annual external audit process; schedules audit and related workflow; requests audit related information from other departments; prepares required schedules, reports, and work papers, composes sections of the Annual Comprehensive Financial Report (ACFR) and reviews final report for accuracy before submission.
- Develops, with the Board's Capital Improvements Planning Committee, the General CIP, School CIP and Water CIP.
- Maintains, with the County's financial advisor, the County's Debt Affordability model, the School Debt Affordability model, and the Beach Nourishment Model.
- Performs other assigned duties.

Position Qualifications

- Comprehensive knowledge of general laws and administrative policies governing municipal financing, practices, and procedures.
- Comprehensive knowledge of the principles and practices of accounting and budgeting in government.
- Thorough knowledge of the practices, methods and laws relating to municipal operations and bond financing.
- General knowledge of and ability to operate personal computers, associated hardware, software including word processing and spreadsheets and peripheral equipment.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records.

- Ability to prepare informative operational and financial reports.
- Ability to communicate complex ideas, both orally and in writing.
- Ability to formulate long range fiscal planning.
- Ability to plan, organize, direct, and evaluate the work of subordinate employees in the specialized field of accounting.
- Ability to establish and maintain effective working relationships with other department heads, governmental officials, associates, and the public.

Education, Experience and Supplemental Information

- CPA strongly preferred.
- Master's degree in related field preferred.
- Eight to ten (8-10) years of experience in related field or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Ability to be bonded per SL 2022-53.
- Valid driver's license.

Agency

County of Dare

Address

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954 Marshall C. Collins Drive
Manteo, North Carolina, 27954

Phone

252-475-5824

Website

<http://www.darenc.gov>