



High Country Council of Governments, Boone, NC 28607

Title: Finance Officer

Type of Position: Full Time/Regular

Department: Finance

Job Summary

The High Country Council of Governments (HCCOG) Finance Officer is responsible for administration of the Finance Department, managing a roughly \$6 million budget and one employee, and reports directly to the Executive Director. HCCOG administers numerous federal, state, and locally funded programs and projects within the planning and development district in northwestern North Carolina, comprised of seven counties and nineteen municipalities. This critical position is responsible for the preparation and maintenance of all financial records, accounting activities, and budgeting of a governmental regional planning agency. Tasks include, but are not limited to, accounting activities, payroll, budgeting, purchasing, preparing and administering cost allocation plans (including indirect cost allocation plans), preparing financial reports to state and federal agencies, and personnel administration. All financial activities are performed in accordance with the NC Local Government Budget and Fiscal Control Act and GASB principles. The Finance Officer is a vital member of the HCCOG management team.

Qualifications

The successful candidate must be well organized, detail oriented, familiar with governmental accounting standards and the NC Local Government Fiscal Control Act, and able to effectively delegate and supervise financial and accounting tasks. The ideal candidate will be a motivated self-starter, who continually seeks to improve and expand services and can meet crucial deadlines. This position requires at a minimum a BS Degree in accounting, finance, business administration, or related field and considerable experience (5 years minimum preferred) in governmental accounting including federal and state grants accounting and non-profit accounting methods. A Certified Public Accountant (CPA) license is preferred.

How to Apply

Please submit a cover letter, resume, and three professional references to Finance Officer Search Committee: High Country Council of Governments, 468 New Market Boulevard, Boone, NC 28607.

*Application materials may also be emailed to: regiondcog@regiond.org. Final candidates will be subject to a background check followed by an interview process with the selection committee. This position has a competitive salary (depending on the experience of the candidate) and an excellent benefit package. **Applications materials are due by 5 p.m. on Friday, March 29, 2019.** This position is open until filled. The HCCOG is an equal opportunity employer.