



Position Description

Job Title: Deputy Finance Officer
Department: Finance and Administration
FLSA Status: Exempt
Reports to: Chief Financial Officer

GENERAL PURPOSE OF JOB:

The incumbent is responsible for applying generally accepted accounting principles and procedures to record and/or analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. The Deputy Finance Officer will assist the Chief Financial Officer in performing other duties related to the accounting functions of the organization within established deadlines.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following are essential duties and responsibilities of the Deputy Finance Officer:

Financial Records

Ensure financial records are maintained in compliance with accepted policies and procedures

Financial Reporting

Ensure accurate and appropriate recording and analysis of revenues and expenses

Continuous management and support of budget and forecast activities

Compile and analyze financial information to prepare financial statements including monthly and annual accounts, including account reconciliations

Prioritize and organize tasks to meet all financial reporting deadlines with required information

Prepare financial management reports

Establish and monitor the implementation and maintenance of accounting control procedures, including periodic review and update of Financial Policies and Procedures Manual

Resolve accounting discrepancies and irregularities

Monitor and support sales and fuels tax refunds

Financial audit preparation and coordinate the audit process

Ensure accurate and timely monthly, quarterly and year end close

Analyze and advise on business operations including revenue and expenditure trends, financial commitments and future revenues

Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations, and maintain solutions to business and financial problems

Financial Applications-Information Technology

Oversee and maintain the financial accounting information system

Participation in any assessment or conversion process regarding information technology platforms for financial reporting

Train and supervise finance staff on use of system modules

Develop and maintain financial databases

Perform ongoing support to the Chief Financial Officer and other staff as assigned or requested

SUPERVISORY RESPONSIBILITIES

The incumbent will provide supervisory oversight, guidance, and direction to the Accounting Associate regarding the payroll or accounts payable functions

The Chief Financial Officer may assign additional supervisory responsibilities to the incumbent as necessary

COMPUTER SKILLS

- Intermediate MS Excel skills
- Intermediate MS Word skills
- Basic MS Outlook skills (send/receive emails, calendar management)
- Intermediate knowledge and experience working with computer systems and database systems for data entry, monitoring, and reporting
- Ability to learn, utilize, and implement any new financial application software packages

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) in Accounting, with a minimum of ten (10) years' experience and/or training; or an equivalent combination of experience and training

- Knowledge of accepted accounting principles and practices
- Knowledge of auditing principles and practices
- Knowledge of applicable state statutes, federal and state grant regulations and codes
- Experience must include budgeting, cash management, financial reporting and internal controls.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid CPA license in North Carolina; preferred

PHYSICAL DEMANDS

Description	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance	x			
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell	x			

This position requires that weight be lifted or force be exerted of up to 25 pounds less than 33% of the time

VISION REQUIREMENTS

Close vision (clear vision at 20 inches or less)

Distance vision (clear vision at 20 feet or more)

Color vision (ability to identify and distinguish colors)

Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)

Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)

Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

Additional Information

This position is primarily sedentary in a temperature controlled office environment; however, standing, moving, crouching, kneeling, or crawling and occasional lifting will be required during file retrieval and storage processes or office meetings. Vision accuracy and clarity are required involving close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus during tasks of financial data gathering, analysis, use of various computer software regarding data entry, report preparation, and presentation of financial information to various individuals or groups

WORK ENVIRONMENT

The work environment for this position contains moderate noise consistent with business offices that contain computers and printers; the noise level is comparable to external light vehicular traffic.

The incumbent performs a majority of their daily job tasks in a temperature controlled office environment while seated at a desk