



**Job Title:** Assistant County Manager/Finance Director

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Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Comprehensive knowledge of accounting and local government budgeting laws and practices.

Comprehensive knowledge of N.C. local government laws, rules, and practices.

Thorough knowledge of federal, state, and local laws and ordinances regulating County financial operations.

Thorough knowledge of public administration including theories, functions, and methods and of planning and managing multiple departments, programs, and services.

Thorough knowledge of public finance processes, administration, and budget preparation.

General knowledge of the theories, principles, and practices of public personnel administration.

Ability to research, analyze, and make recommendations on various topics.

Ability to plan, direct, and supervise the work of others.

Ability to establish and maintain effective working relationships with staff, elected officials, department directors, various County and State agencies, the media, and the general public.

Ability to communicate effectively both orally and in writing.

### **PHYSICAL REQUIREMENTS**

Work is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and/or operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

### **EXPOSURE CONTROL**

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

### **MINIMUM EXPERIENCE AND TRAINING**

Requires a Master's Degree from an accredited college or university in Public Administration, Business Administration, or Accounting and considerable experience in local government administration or a related field; or an equivalent combination of education and experience; CPA certificate, supervisory experience, and extensive experience in governmental accounting are preferred; experience in Excel and Word are required. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**