

Warren County Human Resources
602 West Ridgeway Street
P.O. Box 619
Warrenton, NC 27589



Monday - Friday 8:30am to 5:00pm
Telephone: (252) 257-7132
Facsimile: (252) 257-5971
www.warrencountync.com

EMPLOYMENT OPPORUNITY WARREN COUNTY FINANCE OFFICE

POSITION: Finance Director

DUTIES: Warren County is seeking a professional, motivated & knowledgeable person to plan, organize & execute the financial activities of the County. Work involves overseeing the annual budget process, purchasing, accounting, billing, cash investments, grant administration & payroll operations. This position performs specialized accountant level work in the preparation & analysis of financial reports, investment of funds, posting of revenues, coordination of financial activities for capital & special projects, as well as the maintenance of a general accounting system for the County. The person in this position must exercise considerable independent judgment & initiative in supervising department staff & planning & directing the fiscal control systems.

EDUCATION/EXPERIENCE: Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in Accounting, Business Administration, or related field & extensive experience in Finance Administration or Accounting. Preference will be given to applicants with a BS/BA degree in Accounting, Business, or related field, Certified Public Accountants & applicants with at least 2 years of supervisory experience preferably in a North Carolina local government setting. Hiring range depends on qualifications & experience. **Applications first review begin September 15, 2020.**

SALARY: \$57,315 – \$91,704 Annually

Warren County applications will be accepted **Until Filled** at the Division of Workforce Solutions (formerly the Employment Security Commission), 210 W. Ridgeway Street, Warrenton, NC 27589 or at the Warren County Human Resources Department, 602 W. Ridgeway Street, Warrenton, NC 27589. Applications are available at www.warrencountync.com.

Warren County is a drug free workplace. Positions designated () as Safety Sensitive require pre-employment drug testing. In compliance with the Immigration Reform and Control Act of 1986, Warren County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.*

**Warren County is an Equal Opportunity Employer
TDD 1-800-735-2962**

