

Northampton County ABC BOARD
Finance Officer - Part-time Position
(THIS IS NOT A COUNTY JOB)

Northampton County **ABC Board** is accepting applications for the position of part-time Finance Officer. This position is responsible for the accounting operations of the Board and ensure that reported results comply with generally accepted accounting principles. In addition, the position requires working closely with Management and Board of Directors, attending scheduled meetings, care and custody of the records, books, and documents of the Board to ensure efficient and lawful operation.

Salary range: \$17.00 -\$20.00 per hour, 15-20 hours per month and will depend on education and/or experience. Applicants with prior N. C. ABC Board experience are preferred but not required.

Deadline for applications: December 15, 2023

Resume may be sent to nhamptoncoabc@embarqmail.com Subject: Resume for Board

No phone calls will be accepted.

Job Requirements:

- * A minimum of an associate Degree in Accounting or related field and/or least 3 years experience With a thorough knowledge of accounting principles and procedures including creating financial statement, general ledger functions and month-end/year-end closing process.
- * Proficient with office equipment and technology; solid knowledge of computer operations and Quick books, Excel, and Microsoft Office.
- * Excellent verbal and written communication skills and strong problem solving ability.
- * A positive attitude, strong organizational skills and the ability to prioritize and multitask.
- * Self-starter with the ability to work with minimal supervision, professional, maintains confidentiality, exercises good judgment.
- * Audit experience preferred.
- * Knowledge and experience with local government and state ABC Commission preferred.

Key Responsibilities and duties include but are not limited to:

- * Maintain a documented system of accounting policies, controls and procedures within an orderly accounting filing system.
- * Process payroll, accounts payable, bank deposits, and statement, reconcile all reports and statements to general ledger, all in a timely manner.
- * Prepare and remit payroll liabilities: taxes, retirement, etc. and associated tax returns.
- * Comply with local, state, and federal government reporting requirements and tax filings including preparing and remitting liquor taxes and other reports.
- * Issue timely and complete financial statements.
- * Assist in the management and the production of the annual budget and forecasts.
- * Calculate variances from the budget and report significant issues to management.
- * Coordinate providing information to external auditors for the annual audit Disclaimer

The above statements are intended to describe the general nature and level of work being performed by this position.