

**Northampton County ABC BOARD
General Manager - Full Time Position
(THIS IS NOT A COUNTY JOB)**

The Northampton County Alcohol Control Board (ABC) is seeking well qualified candidates with relevant public or private sector management experience for the positions stated above.

Manage operations and sales in 4 stores (including mixed beverage permit fees); oversees inventory; manages property and facilities; oversees 2 Store managers and 4 part time Co-managers and 4 Substitute clerks; Works accordingly with Warehouse manager and assistant Finance Officer and maintains productive relationships with local governments and the community.

Knowledge Skills and Abilities

- * Follow guidelines and duties as outline in NCS 18B-702 (Financial operations of Local Boards) and 15A section .0900 (fiscal Rules for Local Boards);
- * Manages the disbursement of funds in accordance with North Carolina laws and rules;
- * Skilled in computer operations including Quick books, Microsoft Office, and Excel;
- * Knowledge of payroll and invoices payments;
- * Knowledge of inventory control, both physical and computer;
- * Ability to formulate and install standard accounting methods, procedures, forms, and records which include internal auditing;
- * Maintains and reconciles all bank balances, credits and debits transactions and transfers fund as needed;
- * Prepares and submits monthly the NC Government Retirement System employee and employer Contributions;
- * Prepares and submits varies census reports as requested;
- * Must be capable of maintaining employees files in a confidential manner and must be sensitive to employee relations issues. Must have knowledge of Federal and North Carolina laws as they relate to to human resources;
- * Must have a good knowledge of laws regarding various payroll, taxes, garnishment, and other withholdings.
- * Must understand Board policies well enough to explain them to employees;
- * Prepares Board agenda and minutes from monthly meetings;
- * Ability to prepare informative financial reports.

Retail Experience

- * Knowledge of retails sales and techniques, point of sale (POS) systems, principles of marketing, inventory management systems, and product promotion;
- * Skilled at preparing annual Budget and amendments and present to the Board for approval, submits to County and NC ABC Commission by timeline rules;
- * Must comply and adhere to all North Carolina ABC laws, and regulations with proper training for all local board members and staff;

- * Hire, discipline, and terminate employees with proper documentation;
- * Provide training for all cash register operations

- * Effective in engaging with customers, promoting excellent customer service delivery and resolving customer concerns in a timely matter that is both fair to the employees and satisfactorily resolves customer complaints;
- * Phone accessibility when not in Office;
- * Available to work nights and Saturday hours when necessary;
- * Oversee Repairs/Renovation of ABC Property.

Education and Experience

- * Graduation from a four year college or university; or an associate degree or high school diploma and three years of work experience in a related field.
- * Ability to pass a criminal background check - No Felonies.

Special Requirements

- * Valid NC Driver's License.

Salary Range/General Manager

- * Starting salary commensurate with experience, qualifications, and budget. Benefits include paid **Health Insurance, Holidays, Retirement, Vacation, and Sick leave.**
\$30,000 - \$35,000
- * Hours are Monday- Friday 8:30am - 4:30pm in Office and (on call as needed).
- * Required 35 hours per week.

Submit resume to; nhamptoncoabc@embarqmail.com Please enter Subject: **Resume for Board**
Position closes 12/15/2023.