

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



Monday - Friday 8:30am to 5:00pm  
Telephone: (252) 257-3574  
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.

**SALARY:** \$63,393 – \$98,258 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](http://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**