



DEVELOPMENTAL ASSOCIATES, LLC
invites applications for the position of:

Chief Financial Officer - Edgecombe County

SALARY: See Position Description

OPENING DATE: 01/09/23

CLOSING DATE: 02/08/23 11:59 PM

ABOUT US:



REOPENED

Edgecombe County, NC, just an hour east from the capital city of Raleigh, is seeking a finance executive with significant governmental accounting experience to serve as its next **Chief Financial Officer (CFO)**. The ideal **CFO** is a visionary – one who has demonstrable success in forecasting and strategically planning for short and long-term budgetary needs across the organization. The Board of Commissioners seeks a humble and approachable leader who holds him/herself and others to high standards of excellence and can create and maintain a culture of high morale and accountability within the department. The **CFO** will implement innovative strategies to support employee development, recruitment, retention, and succession planning. The next **CFO** is known for their effective communication skills and is successful in articulating financial information, issues, policies, etc. to various stakeholders including Commissioners, County leadership, staff, and peer directors. Valuing and exhibiting high integrity, the next **CFO** is a fair and trusted leader who will ensure equitable practices across the department and ethical stewardship of public funds.

About the Community:

Edgecombe is a rural County in NC situated approximately one hour's drive east of Raleigh and two hour's drive inland from North Carolina's beaches. With a population of approximately 48,900 persons, the County maintains a firm agricultural base while supporting advanced manufacturing. Edgecombe County is a great place to work, live and raise your family. Our municipalities (Conetoe, Leggett, Macclesfield, Pinetops, Princeville, Rocky Mount, Sharpsburg, Speed, Tarboro, and Whitakers) as well as our unincorporated areas offer a small town lifestyle with easy access to big city opportunities. We are rich in history, culture, and recreational opportunities. In fact, visitors are often captivated by the spirit of our quaint towns and friendly people.

As the largest municipality in the County with a population over 56,000, the City of Rocky Mount, which is divided into two counties, Nash and Edgecombe is a vibrant City with a variety of cultural and recreational opportunities including the Rocky Mount Sports Complex – one of the largest sporting facilities on the eastern seaboard. Rocky Mount is also home to the future Monk to Mill Trail, a conceptual greenway and urban trail project that will serve as a location of experience for cyclists and pedestrians between Downtown Rocky Mount and the Rocky Mount Mills.

A local Community College within the County and nearby notable universities – East Carolina University, Barton College, and North Carolina Wesleyan University offer a wide variety of educational and skills-enhancing opportunities. Medical facilities within the County include Edgecombe County Health Department, Vidant Edgecombe Hospital, Vidant Multispecialty Clinic, Freedom Hill Health Center, and OIC Medical Center. The nationally known East Carolina University Medical Center and Vidant Medical Center are approximately 30 minutes way.

Edgecombe County is a place where tradition and diversity fuel economic growth - where excitement for the future parallels pride in the past and where families have a chance to mark their own place in time. From new construction to late 19th and early 20th Century Victorian to Second Empire to Neo-Classical revival homes. Family, religious worship, friends and work are treasured commodities in Edgecombe County.

Local and new industries have discovered both a quick access to rail and the County's proximity to major ports in Wilmington, Morehead City and neighboring Norfolk, Virginia. The County has delicately balanced economic growth opportunities with preserving its agricultural roots and supporting its agritourism industry. There are over 280 farms in Edgecombe County, 85% of which are owned by families, people who may have cultivated their farmland for generations. In their strategic efforts, the County works to protect this integral part of their history, culture, and economy.

DUTIES/RESPONSIBILITIES:

About the Organization, Department and Position:

Edgecombe County, which operates under the Commission-Manager form of government is committed to ensuring residents, businesses, and industries in the County are treated fairly and equitably. Edgecombe County Government provides community members access to quality, cost-effective services. The County employs 550 benefitted positions (full and part-time) across 18 departments.

Reporting to the County Manager, the **CFO** assists in development and monitoring of the County's budget. The recently adopted [FY 23 budget](#) of \$82.5M, which is supported by a tax rate of \$.95 per \$100 of assessed tax value, includes:

- General Fund: \$74.5M
- Water & Sewer Fund: \$5M
- Solid Waste: \$3M

The **CFO** oversees 7 staff including an Assistant Finance Director, Accounting Technicians, Payroll Administrator, Purchasing Manager, Grant Administrator/Accountant, and other positions as added or assigned. The **CFO** is responsible for ensuring that the operations of the Finance Department align with the business objectives and fiscal policies of the organization. The **CFO** must demonstrate knowledge and skill in governmental accounting; state, federal, and private grant management; best practice financial procedures and operations that comply with North Carolina local government fiscal law and policy.

Key Position Priorities:

- Facilitate education and understanding of finance policies and procedures within the department and across the organization to build skills and improve efficiency while balancing the management of 20 accounting funds, navigating federal, state, and private funding requirements, and ensuring compliance and adherence to deadlines across the department.
- Thoroughly assess the functions and staffing within the organization – evaluating effectiveness, accuracy, and efficiency in service delivery; recommend and implement changes to support fair and equitable compensation and workload allocation, while building a culture of finance professionals with strong morale and a desire for growth.
- Implement sustainable technology practices including facilitating the County's financial software upgrade to *Munis* to improve department performance and workflows and oversee training and compliance of the upgraded system.
- Work collaboratively with County leaders in strategically planning for growth within the department to align with and support the County's vision, strategic plan, and future growth priorities including the upcoming economic development industrial site project.

QUALIFICATIONS:

Qualifications: Bachelor's degree in finance, accounting, or related field. Master's Degree is preferred. Five years of progressive leadership experience in governmental finance or organization-wide financial management, including two years of supervisory experience. An equivalent combination of education, training, and experience will be considered. North Carolina Local Government Finance Officers Certification is required within one year of hire, contingent upon the availability of the courses. Must have the ability to be bonded and possess a valid driver's license in the State of North Carolina.

The Successful Candidate:

- is a tech-savvy leader with prior experience assessing and facilitating financial software system upgrades and ongoing implementation;
- will seek opportunities to decentralize duties among the departments while ensuring responsible internal controls and collaborative partnerships;
- develops effective audit preparation skills in-house or collaborates with a contractor to support the preparation of financial statements;
- models a positive and enthusiastic approach that builds confidence within the Finance Department and encourages the building of productive relationships within and outside the department;

- is a responsive, detailed, and deadline-oriented professional who continuously improves customer service in a service-driven organization and develops and engages staff to deliver excellent customer service to both internal and external customers;
- creates a framework for facilitating departmental information needs to meet financial reporting requirements without a restrictive and punitive “compliance mindset;”
- strives for effective outcomes by being a results-oriented project manager who incorporates the input of multiple stakeholders and collaborates proactively to develop policies and procedures, solve problems and manage financial resources;
- demonstrates extensive knowledge and application of NC General Statutes, the principles and practices of general fund and local governmental accounting, the preparation of internal financial statements, and complex external financial reports, including the Annual Comprehensive Financial Statement and other required regulatory reports, the principles and practices of cost and fixed asset accounting, grants management and compliance, internal controls and audit principles and practices, and of the principles and practice of municipal budgeting, capital improvement budgets and funding, forecasting and financial modeling;
- creatively assesses ways to increase revenue and manage expenses in a resource-restricted environment;
- develops and applies performance measurement metrics to evaluate progress and increase accountability for goal achievement with high attention to detail;
- communicates excellently one on one, in small groups, and in public speaking in order to make complex financial topics understandable to community members, staff, and Commissioners; and,
- advocates for best practices and confidently and persuasively presents options to the County Manager and management team and the Board of Commissioners.

ADDITIONAL INFORMATION:

Salary and Benefits: The full salary range is \$74,726 to \$122,681 with [excellent benefits](#) that total over \$11,000 annually in addition to a 2% county contribution to 401k. The starting salary is determined by the qualifications and experience of the candidate. This position requires residency within Edgecombe County within twelve (12) months of the hire date.

To apply, please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Chief Financial Officer – Edgecombe County, NC** title. To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, select “[Client Openings](#)” and scroll down to “*Important Information for Applicants.*” All applications must be submitted online via the Developmental Associates application portal – NOT the County Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants should apply by February 8, 2023. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on March 13-14, 2023. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All *inquiries* should be emailed to hiring@developmentalassociates.com. Edgecombe County is an Equal Opportunity Employer.

The recruitment and selection process is being managed by Developmental Associates, LLC.

An Equal Opportunity Employer

Chief Financial Officer - Edgecombe County Supplemental Questionnaire

- * 1. CONFIDENTIALITY DISCLOSURE AND APPLICATION COMPLETION ACKNOWLEDGEMENT: Developmental Associates works on behalf of this client to recruit and collect information on candidates for this position. All applicant materials will be shared with the employer and their employees who are involved in the hiring process for this position. This application process uses a combination of automated and hand scoring of all application materials against screening criteria that have been established by the employer. 1) By submitting this application, I am consenting to have my application materials shared with this employer. 2) I understand that if I have not completely and fully answered all application questions and/ or supplemental questions with details, my application may not be able accurately evaluated. 3) Further, I understand that merely referring to my resume

(e.g. "see resume" in lieu of providing detailed responses) is not sufficient for purposes of ensuring accurate application evaluation.

Yes No

- * 2. The minimum degree for this position is a bachelor's degree in finance, accounting or other related field. What is your highest degree?
- High School or GED
 - Some College, No Degree
 - Bachelor's Degree
 - Some Graduate School, No Degree
 - MPA, MBA or other related graduate degree
 - Other Degree
3. If you listed "other degree", please list what degree and in what field if not clear.
- * 4. What professional Finance/Accounting certifications do you hold? (Select all that apply)
- CPA
 - CLGFO
 - CGFM
 - CMA
 - CFM
 - CFE
 - CFP
 - CIA
 - Other - Please specify
 - I hold no Finance or Accounting certifications
5. If you stated "other" above, please specify what certifications you have:
- * 6. This position requires local government (County or City/Town) experience in finance. Do you have experience working directly in local government finance or accounting?
- Yes
 - No
- * 7. If you answered yes in the previous question, with which local or municipal governments have you served in a finance/accounting management role?
- * 8. This position requires two years of supervisory experience in governmental or organization-wide financial management roles. What was your highest level in a finance/accounting leadership role?
- I've never served in a finance/ accounting leadership role in local or municipal government.
 - I've served in a supervisory role in a finance/accounting department.
 - I've served in a division management role in a finance / accounting department.
 - I've served in an assistant director/director in a finance or accounting department.
 - I've served in a finance/accounting management role within a Town/City/County Manager's Office.
 - I've managed budgets in another local government or municipal department.
- * 9. This position requires 5 years experience in Finance and Accounting work with a minimum of two years supervisory experience. How many years of Finance and Accounting experience do you have?
- Less than 1 year
 - 1-3 years
 - 3-5 years
 - 5 or more years
- * 10. What is the largest budget amount you have directly managed?
- No direct budget management experience
 - Less than \$5 M
 - 5-10 M
 - \$10.1-30 M
 - \$30.1-50 M
 - \$50.1-80 M
 - Greater than \$80 M
- * 11. What level of budget management experience do you have?

- No budget management experience
 - Followed a budget developed by others
 - Managed a unit budget
 - Responsible for and developed an entire department budget
 - Responsible for coordinating and final development of an organizational budget
- * 12. What is the total number of employees in the largest organization in which you have been serving at management level or higher?
- I have not served as a manager.
 - Less than 25
 - 26-50
 - 51-100
 - 101-150
 - 151-200
 - Greater than 200
- * 13. What is the largest number of employees for whom you have had supervisory responsibility (direct reports or down line supervision)? (Note: Down line supervision refers to employees who are supervised by your direct reports or by subordinates of your direct reports).
- I've never supervised any employees.
 - 1-2
 - 3-5
 - 7 or more
14. In which of the following areas would your references say you are proficient (NOTE: proficient means that you have personally implemented or have great depth of knowledge in the identified area):
- Bond Referendums
 - Capital Improvement Programs
 - Forecasting
 - Financial Modeling
 - Performance Management Metrics
 - Financial Reporting
 - Budgeting Strategies
 - Non-tax revenue development
 - Other
- * 15. Please identify with which financial technology solutions you are proficient:
- * 16. I understand that the salary range for this position is \$74,726 to \$122,681 and the starting salary is determined by the qualifications and experience of the candidate.
- Yes No
- * 17. The County is using a multi-step screening and evaluation process including an assessment center process for selecting the Chief Financial Officer. The dates for this virtual assessment center process are on March 13-14, 2023. Participation as a candidate involves engaging in 3-4 activities to assess key competencies. This is a time investment of about 3 hours of engagement during the 2 day process not including preparation time. These are not public meetings but there will be substantial interaction with other professionals in the field who will serve as assessors. Further, we have all participants sign letters of confidentiality. NC Law does not require the announcement of applicants until a finalist is selected. Indicating "yes" below represents your understanding of these elements of the process.
- Yes No

* Required Question