



ANNOUNCEMENT

Moore County Schools has the following administrative position available on April 1, 2019: **Executive Officer for Budget and Finance**

Send a cover letter and résumé to [Dr. Anita Alpenfels , anita@ncmcs.org](mailto:Dr.Anita.Alpenfels@ncmcs.org), and complete an [online application](#). Deadline to apply is noon, February 21, 2019.

Qualifications:

- Graduation from a college/university with a Bachelor's degree in Accounting/Finance/Business Administration preferred and/or three or more years of progressively responsible related experience in governmental accounting (or Master's degree in related area)
- CPA certification preferred
- Ability to qualify for certification as a School Business Administrator
- Administrative/Management experience preferred
- Strong knowledge of accounting information systems preferred

Essential Job Functions:

1. Assists in the administration of the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available
2. Provides direction and expertise for developing and implementing appropriate controls and practices to ensure fiscal compliance with the applicable Federal, State and Local oversight agencies
3. Ensures the office's programs are implemented in a manner consistent with the District goals and the Finance team's goals and objectives
4. Acts as adviser to the Superintendent on questions relating to the business and financial affairs of the district
5. Administers a budget control system for the district
6. Conducts a monthly review of budget vs. actual expenditures to maximize benefits from the prudent expense of every dollar
7. Prepares and implements the school district budget
8. Monitors and analyzes local state and federal revenue trends and advises the Superintendent concerning the potential impact of such trends
9. Monitors and analyzes expenditure trends and advises the Superintendent and senior staff concerning potential future outcomes of such trends
10. Assists in fiscal year end close out procedures
11. Assists in recruiting, hiring and training all financial personnel
12. Secures Property, Liability, Auto, Workers Comp and Student Accident risk coverage on behalf of the district; secures risk management and works with safety team on management of safety program

13. Works with Human Resources on securing and managing employee benefits
14. Interprets the financial concerns of the district to the community
15. Performs other duties and responsibilities as assigned by supervisor

Thank you for your interest in Moore County Schools. Please visit our [website](#) to discover the many rewarding reasons to join our team. You will also find information on our website about employment benefits and salary.

[Moore County](#) is located in the heartland of North Carolina. We are most known for a plentiful number of golf courses (home of the U.S. Open in 1999, 2005 and 2014 at Pinehurst) and a large equestrian community. We are a hop, skip and a jump away from Seagrove, a potter's haven - and we offer a quality of life that has made this one of the most desirable places to live on the entire East Coast. You'll receive a small town community feel in Moore County, yet you'll be centrally located to many big town attractions in North Carolina. We are about one hour from both Raleigh and Greensboro, three hours from the coast and four hours from the mountains. Visit and you'll see what a treasure we have in Moore County!

The [Moore County Chamber of Commerce](#) has more information about the benefits of living here as does [Moore Alive](#).