



## ABC System Finance Officer

**FLSA Status:** Exempt

**Pay Grade:** GN 10

**Minimum Annual Compensation:** \$39,611

**Maximum Annual Compensation:** \$67,060

**Department:** Youngsville Board of Alcoholic Beverage Control

**Last Revised:** May 13, 2022

### GENERAL STATEMENT OF DUTIES

Under the supervision of the System General Manager, performs managerial and professional duties in organizing and forecasting, and provides accurate and timely processing of accounts payable while performing a variety of other technical and/or specialized financial, accounting and informational functions as needed to ensure the successful operation of the local ABC system.

### DISTINGUISHING FEATURES OF THE CLASS

An employee in this class plans and directs the regulatory and financial operations of the local ABC system. Work includes the use of a computer, point of sales system, and inventory control system. The employee may consult general statutes, the ABC Commission website, ABC system policies, and other ABC System colleagues to resolve questions and technical issues. Work is complex, with emphasis on assuring financial operations follow ABC Commission regulations and General Statutes. The employee must make decisions that impact financial operations and implement best practices, procedures, and policies. Develops and implements approved work plans, reviews work progress, and recommends or takes action to adjust work effort to meet objectives. May perform work duties similar to subordinates. Work is performed under the general supervision of the ABC System General Manager. Work in this class is considered exempt under the Fair Labor Standards Act.

### Working Environment

- This position works 40 hours per week during the seven-day work week
- Weekends and time above 40 hours may sometimes be necessary to fulfill the job duties
- Schedule is suggested 8am – 5pm, Monday through Friday. Hours are flexible with job responsibilities being completed satisfactorily.
- Work may primarily be done remotely, with occasional requirement to work in the office at the discretion of the General Manager.
- The stress level of this job is low to moderate

### **DUTIES AND RESPONSIBILITIES**

- Plans, organizes, directs, and delegates the financial management of the ABC System and keeps the accounts of the Board in accordance with generally accepted accounting principles of governmental accounting and the rules of the NC ABC Commission
- Manages the disbursement of funds and purchasing in accordance with pre-audit requirements as stated in G.S. 18B-702(n) and 18B-805
- Supervises and participates in the maintenance of the general accounting system
- Manages all accounts receivable and payable
- Prepares, verifies, and computes wages and salary payments for established pay cycles, assuring accurate earnings and deductions
- Prepares required monthly, quarterly, and yearly reports of earnings and deduction for Federal, State and Local agencies; also reports and tax returns on sales of alcoholic beverages
- Completes all reports, including end-of-month reports, sales register, bottle count report, all tax reports (including payroll tax reports), mixed beverage reports, and inventory counts.
- Assists the General Manager in preparation, operation, and maintenance of capital improvement plans
- Assists the General Manager in establishing and managing financial policies
- Stays updated on the latest FASB guidelines and information technology trends and apply knowledge to increase the operational efficiency of the ABC System
- Works with the auditor in preparing financial statements, cost reports, and statement of receipts and expenditures at regular intervals
- Maintains and reconciles bank balances, credit/debit transactions and transfer funds to the appropriate operating account as necessary for the payment of bills
- Maintains observation of legislative, accounting or tax changes that could alter management decisions or affect ABC System operations
- Establishes and maintains a fixed asset system and related records system to account for all physical assets
- Assists the General Manager in informing the Board about the financial health of the ABC System
- Assists General Manager in preparing the annual Budget
- Maintains office, store, and other ABC System supplies
- Works with retail and mixed beverage customers in obtaining special orders and hard to find items
- Interacts with customers while doing store visits to provide service and assistance.
- Conducts continuing professional education to keep current on all changes in law and regulation that pertain to the sale of alcoholic beverages
- Interacts with vendors and sales representatives to resolve items such as breakage claims credits
- Presents information pertaining to financial operations and makes recommendations to the ABC System General Manager.

- As often as may be requested by the Board or the General Manager, prepare and present to the Board a statement of the financial condition of the ABC System
- Performs other duties as may be assigned by law, by the General Manager, Board, or by the rules and regulations of the NC ABC Commission

### **Equipment Operated**

Employee may be required to use a calculator, computer, scanner, telephone, copier, register, and other office related equipment.

## **RECRUITMENT AND SELECTION GUIDELINES**

### **Knowledge, Skills and Abilities**

- Thorough knowledge of general laws, ordinances, and administrative policies governing financial practices and procedures
- Thorough knowledge of the Youngsville ABC System's financial program, policies, records, and related practices
- Thorough knowledge of calculating figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume
- Thorough knowledge of the principles and practices of accounting and budgeting
- Thorough knowledge of ability to manage multiple, concurrent priorities, and easily adapt to changing priorities.
- Ability to speak, read, and write English in a capacity sufficient to perform the tasks of the position
- Ability to plan, organize, direct, delegate, and evaluate the work of subordinate employees involving accounting
- Ability to design and prepare analytical or interpretive financial statement
- Ability to formulate and install standard accounting methods, procedures, forms, and records which include internal auditing
- Ability to prepare informative financial reports and present information professionally
- Ability to conduct long range fiscal planning
- Ability to write complex correspondence, reports, business correspondence, and procedure manuals
- Ability to establish and maintain effective working relationships with other employees, the Board, general public, and various groups and agencies
- Ability to express oneself clearly and concisely both orally and in writing
- Interpersonal customer service skills.
- Ability to effectively present information the Board and other elected officials
- Ability to exercise discretion and judgment to resolve customer complaints and service issues.
- Ability to work with ABC System General Manager
- Ability to supervise and direct the work of subordinates at the ABC System

### **Working Conditions**

Work is performed in a controlled climate environment with little or no exposure to natural elements or hazardous/adverse conditions. Visits to field sites or driving a vehicle more complex than a standard automobile may be required. Physical work in this position is described as low: exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, kneeling, crouching, lifting, reaching, standing, walking, fingering, grasping, feeling, talking, hearing, and repetitive motions. The employee is required to have close visual acuity to perform accounting, transcription, extensive reading, visual inspection of small defects or parts, operation or inspection of machines, operation of a computer, and preparation and analysis of data and figures.

### **Minimum Education and Experience**

Associates degree in Finance, Accounting, Business Management, or other business-related field; or, equivalent experience and knowledge in Finance, Accounting, Business Management or other business related field with at least two years of management experience. Bachelor's degree in Finance, Accounting, Business Management, or other business-related field with one year of management experience. ABC system experience is preferred, but not required.

Financial Management experience, including Financial Administrative and Supervisory experience; or an equivalent combination of training and experience.

### **Special Requirements**

North Carolina Driver License.

### **Special Requirements**

**Disclaimer:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.