

**NC Board of Funeral Service**

POSITION VACANCY ANNOUNCEMENT

Administrative Officer

The NC Board of Funeral Service seeks qualified candidates with knowledge, skill and ability in fiscal, human resources, administrative, and organizational operations. Successful candidates will have experience in the development of operating budgets; preparation of profit and loss statements and balance sheets; revenue projections; internal controls; budget analysis; and risk mitigation. The position reviews the Board’s operating budget and periodically analyzes trends affecting budget needs and prepares comparative analyses of operating programs by analyzing costs in relation to services performed in prior fiscal years.

Primary duties include payment of outstanding invoices as well as posting entries for accounts receivable using Quickbooks; processing the biweekly payrolls through ADP Payroll Systems; and preparing reconciliation summaries for payroll, bank deposits, and other fiscal records. The position functions as the Board’s Health Benefits Officer with responsibility for assuring timely funds transfers from appropriate banking institutions to the 401-k benefit provider; analyzing health benefit costs and preparing annual recommendations for the Board in awarding health benefit plans; and in assuring employee benefits records are up-to-date and in compliance with applicable statutes.

This position will be responsible for maintaining the Board’s assets inventory to include both fixed and donated assets; for all purchasing and contracts administration; capital improvements; and in coordinating facility management issues with property management staff. A key role will be the collection of data, metrics and other statistics necessary for the preparation and submission of mandated governmental reports. The position will maintain all human resources files and will be a key information portal for employees with questions concerning terms and conditions of employment as well as provisions in the Board’s Employee Handbook. The position will be responsible for the administration of the Board’s Compensation Plan and salary administration policies.

The position will have a key role in short-term and long-range planning regarding the Board’s goals and objectives; will participate in an annual financial audit with a contract audit firm; will assist in the development of the Board’s Annual Report; and will be directly and actively engaged in the Board’s Program Evaluation Initiative. The position will be an advisor and resource to the Assistant Director and the Executive Director as well as the Board’s Finance and Personnel Committee. The position reports to the Executive Director.

**Minimum Education and Experience:** Graduation from an accredited four-year college or university with an undergraduate degree in business administration, social sciences, or related fields and 3 years of progressively responsible experience in budgeting, fiscal administration, administrative management, or

program management preferably in a governmental or public setting.

**Additional Preferred Requirements:** Knowledge and experience with Quickbooks; knowledge of ADP Payroll processing; knowledge and experience with Access data bases or comparable information technology; and experience in human resources management to include conducting market surveys and analyzing compensation data.

Salary Range: $38,000 - $47,000