



GRANVILLE VANCE

public health

April 22, 2025

BUSINESS OFFICER-I (Finance Department)

Salary Grade (73)

Salary Range: \$66,398.00 to \$106,146.00

Position #463-16-104

It is the practice of GVPH to post the entire salary range for each job posting from hiring level to top of the range.

Salary offers will be commensurate with experience, education, and equity with others in the agency upon hire.

Local government entities may not offer salary levels outside of the posted salary range for each job posting.

Granville Vance Public Health (GVPH) is seeking to hire an experienced and service-oriented professional with outstanding leadership and interpersonal skills. The ideal person must be committed to excellent customer service and an organizational culture of teamwork and collaboration with strong local and/or state government finance experience.

PRIMARY PURPOSE: The primary purpose of this position is to manage the financial affairs of the agency to optimize long-term value to citizens of Granville and Vance counties. Emphasis of the work is on the exercise of managerial and professional accounting knowledge and abilities required to oversee the operations and supervision of the Finance Department including subsidiary functions for financial reporting, investments, purchasing, accounts payable, payroll, budgeting, grant management and other accounting operations. Work is performed with broad discretion and judgment in managing the department. The position works closely with the Health Director and the Board of Health in ensuring financial stability and compliance, planning for the future, and reporting to state-level and grant accounting offices.

INTRICACY: The successful candidate will serve as the chief financial officer for Granville Vance Public Health. The ideal candidate must: (1) possess comprehensive knowledge of general laws and administrative policies governing local government financial practices and procedures, (2) be familiar with Governmental Accounting Standards Board (GASB) and generally accepted accounting principles (GAAP), (3) have knowledge of principles and practices of effective communications, both orally and in writing, (4) possess the ability to prepare and to interpret financial reports, (5) Possess the ability to plan, organize and direct the work of employees in the fields of accounting, payroll administration, statistical reporting, investments, and customer service, (6) possess the ability to develop and implement teambuilding skills to achieve harmonious working relationships within the Finance Department, with department heads, governmental officials, and the public, and (7) possess the ability to conduct long-range fiscal planning

MINIMUM REQUIREMENTS: Graduation from a four-year college or university, preferably with a major in business, public, or hospital administration, and four years' administrative experience involving participation in the planning and management of a business or governmental program; or an equivalent combination of training and experience.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, N.C. Local Government Employees Retirement System membership, thirteen paid holidays, and vacation and sick leave. Other voluntary group benefit options are available, including 401(k), 457(b), dental insurance, life insurance, vision insurance and flexible spending accounts.

APPLICATION PROCESS: To apply for this position interested applicants must submit the following: a completed State application (PD 107), certified college transcripts and three work-related references. This position is open until filled with first review of applications on May 2, 2025. Applicants may submit via email to humanresources@gvph.org or postal mail to:

Human Resources Manager
Granville Vance Public Health
Post Office Box 367
Oxford, North Carolina 27565

SELECTION PROCESS: The selection process includes review of qualifications, structured interviews, reference checks on qualified applicants and successful completion of a pre-employed drug screen. This position will remain open until it is filled.

GVPH is an equal opportunity employer.