



## **Job Vacancy Announcement**

**Position:** Finance Officer

**Reports To:** Dr. Jason Atkinson, Superintendent. ([jbatkinson@bladen.k12.nc.us](mailto:jbatkinson@bladen.k12.nc.us))

**Term:** 12-month, Exempt, Full-time

**Salary:** Commensurate with NC State Salary Schedule, plus applicable local supplement.

### **About the Role**

Bladen County Schools seeks an experienced, solutions-oriented Finance Officer to serve as the district's chief financial administrator. The Finance Officer oversees all fiscal operations—state, federal, and local funds—ensuring compliance, transparency, and strong stewardship aligned to Board priorities and our Strategic Plan. This position is a key member of the Superintendent's leadership team.

### **Key Responsibilities**

- Lead development, presentation, and management of the annual district budget.
- Ensure compliance with the School Budget and Fiscal Control Act, GAAP, GASB, and audit requirements.
- Oversee accounting, payroll, purchasing/contracting, grants compliance (incl. Uniform Grant Guidance), treasury, and internal controls.
- Produce required financial reports (e.g., ACFR) and coordinate with external and state/federal auditors.
- Provide clear financial analyses to inform decisions on personnel, programs, and facilities.
- Supervise, coach, and evaluate Finance Department staff; strengthen school-level fiscal practices.
- Advise the Superintendent and serve on the district's leadership team.

### **Qualifications**

#### ***Minimum (per NC State Board of Education policy):***

- Five (5) years of professional finance operations experience and one of the following:
  - - Bachelor's degree with at least 15 semester hours in accounting; OR
  - - Licensed Certified Public Accountant (CPA); OR
  - - State Board certification as an LEA School Finance Officer (prior to July 1, 2023).
- Eligibility for NC School Finance Officer certification (NC DPI) and maintenance of required continuing education.
- Strong knowledge of governmental accounting/budgeting/reporting; proficiency with financial software (LINQ preferred); demonstrated leadership and communication skills.

#### ***Preferred (all of the above criteria, plus):***

- Master's Degree in Accounting/Business/Public Administration; CPA; NCASBO School Business Management Academy completion; prior NC public school finance experience, plus

### **Application Materials (all required for consideration)**

- Resume and Letter of Interest
- Official College Transcripts
- Two (2) professional letters of recommendation
- Three (3) professional references (name, title, relationship, phone, email)

**Submission:** Send all materials electronically to Karen Lerner, Executive Assistant to the Superintendent, at [kllarner@bladen.k12.nc.us](mailto:kllarner@bladen.k12.nc.us), on or before the deadline below.

**Deadline:** Tuesday, November 25, 2025, at 5:00 PM (ET). Applications completed after this time may not be considered.

### **Additional Requirements**

Additional documentation or requirements (e.g., verification of credentials, background check, employment eligibility, etc.) may be required. Notice will be provided in response to receipt of the above materials.

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