



## FINANCE & COMPLIANCE SPECIALIST

The Kerr-Tar Regional Council of Governments (COG) seeks a highly motivated individual to join a team of professionals who work to plan and implement collaborative projects in the Kerr-Tar region that includes the counties of Franklin, Granville, Person, Vance and Warren. The Finance and Compliance Specialist performs complex financial and programmatic compliance work in support of workforce development services and activities for the Kerr-Tar Workforce Development Board (WDB) coordinating and administering the provisions of the Workforce Innovation and Opportunity Act (WIOA). Also provides high-level support to KTWDB staff and ensures compliance with WIOA regulations, goals, and services. This position plans and administers the process for the receiving, disbursing, and accounting of revenues and expenditures for the KTWDB. Work is characterized by its variety, complexity, and confidential nature. The employee must exercise considerable independent judgment and initiative in planning and directing the fiscal control system of the KTWDB.

Duties include but are not limited to:

- Performs various functions related to financial responsibilities and WIOA compliance such as drafting budgets; procurement; reviewing invoices/documentation; prepare reports; prepare purchase requisitions and use of internal accounting system; assist with audits/monitoring; and contract amendments to ensure adequate expenditures and staying within allowable budgets and guidelines.
- Administers daily financial activities, including processing grant accounting and drawdowns, approval of invoices, reviewing time records for payroll purposes, and a variety of financial reports.
- Performs ongoing financial monitoring of WIOA service provider.
- Professional accounting skills, sound judgment, and initiative are exercised independently.
- Plans, organizes, and participates in the financial operations regarding disbursement and accounting of KTWDB funds; assists staff with questions and issues related to finance.
- Prepares accounts payable, classifies and codes receipts, performs program database maintenance and monitoring; maintains accounts payable records and files; researches payments and works with vendors; maintains log of purchase orders.
- Ensures proper accounting of housing grant funds; meets with finance staff as needed; prepares funds draw down requests.
- Performs financial analysis and reporting and makes recommendations to the Director and Finance Director, ensuring compliance with all laws and regulations.
- Recommends journal entries, reconciliations, and budget amendments to the Finance Director.
- Completes monthly financial statements for review by the Finance Director and the Workforce Development Director and approval by the Executive Director
- Provides training, technical assistance, guidance to staff; planning regional training meetings; all to help ensure goals of program are achieved along with local performance measures set by state/DOL.
- Conducts programmatic monitoring of WIOA service providers to ensure compliance with federal, state, and local requirements, including eligibility, documentation, service delivery, expenditures, and performance outcomes.
- Oversees NC DWS Data Validation activities within NCWorks Online, ensuring data accuracy, completeness, and timely submission in accordance with state and federal guidance.

- Develops, maintains, and updates local Workforce Development Board (WDB) policies and procedures to align with WIOA, U.S. Department of Labor, and North Carolina Division of Workforce Solutions (DWS) requirements, and provides technical assistance to support consistent implementation.
- Staff to the WDB to include assisting with board meetings/committee meetings; agenda prep; presentations; procurement of WIOA service providers to include document development, work with WDB for review/recommendations; review performance data and performance negotiations with state; applying for additional funding when opportunities arise; work on documents required by the state such as annual plan, infrastructure agreement, and requested reports. Work closely with Director and with department staff to ensure timelines are met; documents provided; coordination of information to meet daily work. Review of internal materials; finalize contract development and scope of work. Attend meetings relevant to work of the board. Applying for and oversight of various special grants/funds when received to include understanding/training on guidelines; compiling reports required by state on a monthly, quarterly, yearly basis depending on request.
- Serves as the Equal Opportunity Office for the KTWDB assuring local area compliance with the methods of administration as mandated by the Department of Labor.
- Performs related duties as required.

The ideal candidate will hold a Bachelor's degree in finance, business administration, economics, public administration, political science, or closely related field; supplemented by a minimum of one (1) to four (4) years previous experience and/or training involving management; or an equivalent combination of education, training, and experience. Valid driver's license is required.

Salary will be based on qualifications and experience. Kerr-Tar Regional Council of Governments offers a generous benefits package including paid vacation and sick leave; NC Local Government Retirement System; 401(k); health, dental, vision and life insurance; and flexible spending account.

Interested candidates should email a cover letter, resume, and three references to Diane Cox, Kerr-Tar Regional Council of Governments, at [info@kerrtarcog.org](mailto:info@kerrtarcog.org). Please note, only electronic application materials emailed will be accepted for this position.

All employment is decided on the basis of qualifications, merit, and organizational need. Position is open until filled; initial review of applications will begin on May 4, 2026.

Kerr-Tar Regional Council of Governments is proud to be an Equal Opportunity Employer. The Council does not discriminate on the basis of race, religion, color, sex, gender, gender identity, sexual orientation, age, nondisqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.