



May 26, 2026

Administrative Officer II / Assistant Finance Officer

Salary Grade 70

Salary Range: \$54,423–\$87,004

Salary offer 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.

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

Granville Vance Public Health (GVPH) is currently accepting applications for Assistant Finance Officer. This full-time position in Oxford, NC, will serve the district covering both Granville and Vance Counties. The position will primarily manage budgetary and fiscal control requirements under the direction of the Finance Officer for the local government entity GVPH. Major duties include:

- Preparing, managing, translating, and reporting departmental budgets;
- Coordinating and supporting ongoing external audit work;
- Assisting with preparation and management of third-party contracts;
- Managing required financial reporting for local government entities and not-for-profit agencies.

The preferred applicant will possess considerable knowledge of the principles and practices of public and business administration and have direct experience with local government finance and nonprofit finance, including knowledge of general and public sector accounting, fund accounting, grants management, and financial budgeting. The applicant must have the ability to exercise judgment and discretion in establishing, applying, and interpreting policies and procedures and the ability to establish effective working relationships with agency personnel, officials, and leadership team members. Adherence to deadlines is important in this role.

MINIMUM QUALIFICATIONS: Graduation from a four-year college or university and at least three years' experience in personnel, budgeting, research, or administrative management, preferably involving participation in the planning and management of a business or a governmental program; or an equivalent combination of education and experience. **Demonstrated experience working in local government finance and/or nonprofit finance is required**, with familiarity in fund accounting, grant compliance, audit preparation, and the budgeting practices specific to public sector or nonprofit organizations. A Master's degree in Business, Accounting, or Public Administration is preferred. **Equivalent Combination of Education and Experience:** Some positions may allow applicants to qualify through an equivalent combination of education and directly related experience. This means applicants may qualify through years of education, years of directly related experience, or a combination of both, when applicable to the position requirements.

COMPENSATION PACKAGE: GVPH offers competitive benefits including paid group medical insurance, N.C. Local Government Employees Retirement System membership, thirteen paid holidays, 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: Those interested should submit a cover letter, a completed State application (PD 107), college transcript, and three work-related reference contacts via email to humanresources@gvph.org or to:

Human Resources Manager, Granville Vance Public Health
P.O. Box 367, Oxford, North Carolina 27565

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

GVPH IS AN EQUAL OPPORTUNITY EMPLOYER