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## EMPLOYMENT OPPORTUNITY



### SHELBY COUNTY

Shelby County Department of Personnel Services  
PO Box 1350  
Columbiana, AL 35051

#### Apply to:

<http://www.shelbyal.com>

*Shelby County, Alabama is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or any other legally protected status*

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## ACCOUNTING SERVICES SUPERVISOR

Full Time - Classified Service - Exempt

**\$54,371.44 - \$74,454.11 annually**

**Deadline: Continuous (can close at any time)**

#### **Department:**

Financial Services – Commission Accounting

#### **Job Summary:**

The Accounting Services Supervisor position is a Classified Service, non-exempt position in the Financial Services Department of Shelby County. Work involves establishing and maintaining an accounting system for the accurate recording and reporting of all the financial activity for the Shelby County Commission, including supervising assigned Accounting Services staff. This would include all of the accounts, records and related operational areas that comprise the General Government Funds, including Highway, Road and Bridge, Promotional and other related fund when circumstances warrant. Also provides support for the Proprietary Funds including the Water and Landfill operations. Assists Management in cost control, managing and supervising all phases of financial and accounting reporting, including compliance with generally accepted accounting principles, county policies and procedures, and annual audit by the Department of Examiners of Public Accounts. This position is also responsible for the day-to-day budget management function, including, the review, reconciliation and forecasting of budget to actual comparisons and the associated system of internal controls for each area. Other duties and responsibilities as assigned by supervision and management.

#### **Qualifications and Requirements:**

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Accounting from an accredited college or university. Five years' experience in computerized accrual accounting environment involving supervisory as well as technical responsibilities. Three years' experience in working with preparation of annual financial statements and the associated supporting documentation and schedules. Valid Driver's License. Must be willing and able to work nontraditional hours and work in the field upon assignment.

**PREFERRED REQUIREMENTS:** Masters' Degree in Accounting, Finance or related field from an accredited college or university. Certified Public Accountant (CPA).

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**AS A CONDITION OF EMPLOYMENT AFTER AN OFFER IS MADE, ALL SELECTED CANDIDATES ARE REQUIRED TO SUBMIT TO A FULL BACKGROUND CHECK AND DRUG SCREEN.**