



County Administrator/Accountant

Grade/Range -To be determined by experience

Job Summary

The administrator provides general administrative direction of Commission functions; works with the Chairman in directing and managing of county administrative, legislative, fiscal, and managerial operations; plans, organizes and directs the activities of the Commission Office; and performs other related work as required. The administrator works closely with all members of the management team and others to ensure that his or her responsibilities are effectively and consistently discharged.

Requirements:

- GED or High School Diploma
- Must have at least three years of recent and successful employment experience within an office administration environment with exposure to financial processes and procedures
- Bachelor's degree required in Accounting or Finance

Applications may be obtained and returned to the Commission Office, 202 Highway 123 South, Suite C., Ozark, AL 36360 or visit our Website www.dalecountyal.org.

Dale County is an Equal Opportunity Employer.