

LEE COUNTY COMMISSION

Chairman
Bill English, *Probate Judge*
Mailing Address:
P.O. Box 666
Opelika, AL 36803-0666
(334) 737-3660



Lee County, Alabama Est. 1866

Members
Sheila H. Eckman, District 1
Johnny Lawrence, District 2
Gary D. Long, District 3
Robert Ham, District 4
John Andrew Harris, District 5

Position Announcement #COM30-18-10

Chief Financial Officer

Closing Date: November 16, 2018

DEPARTMENT: Commission Office, Lee County

STATUS: Full-time

PAY GRADE: 23

ANNUAL SALARY RANGE: \$68,794.44-\$104,245.86 **TYPICAL STARTING SALARY:** \$68,794.44-\$73,011.22

SCOPE AND EFFECT: The position is responsible for the overall financial, accounting and analytical services of the county government.

REQUIRED HOURS OF AVAILABILITY: Monday through Friday; 8:00 am-5:00 pm

MAJOR DUTIES PERFORMED:

- Prepare financial statements, notes & all required schedules for yearly audit in accordance with Governmental Accounting Standards Board pronouncements and Generally Accepted Accounting Principles.
- Supervises the daily operations of finance, accounting, and payroll.
- Monitors cash flows to project availability of funds for short-term or long-term investments.
- Establish, coordinate and implement accounting internal control policies and procedures for handling, recording, depositing and safekeeping of revenue receipts.
- Establish, coordinate and implement accounting internal control policies and procedures for handling, recording, disbursement of funds.
- Oversees the payroll process with reviews of employee timesheets for accuracy; verifies timesheet entry into payroll system; processes payroll calculations; runs payroll checks.
- Establish, coordinate and implement accounting internal control policies and procedures for handling, recording, accounting transactions to the appropriate ledgers.
- Oversees the payroll reporting including but not limited to withholdings for bi-weekly and monthly payrolls; tax reports; W2s; retirement report; insurance report.
- Analyzes financial information to assure accuracy and to summarize current and projected financial position.
- Attends Commission meetings and work sessions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in Finance, Accountancy or related course of study.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department to direct and coordinate work within the division/department, usually interpreted to require at least seven years of related experience.
- Certified Public Accountant (CPA) preferred. Ability to be bonded.
- Experience with same or similar financial systems preferred (Blackbaud Financial Edge/NXT)
- Possession of a valid driver's license issued by the State of Alabama.
- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit various work sites throughout the County and out of the area.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office, 100 S. 6th Street Opelika, AL Monday through Friday, between the hours of 8:30 AM and 4:30 PM. **For more information visit:** www.leeco.us

Lee County is an Equal Opportunity Employer