

LEE COUNTY COMMISSION

Chairman
 Bill English, *Probate Judge*
 Mailing Address:
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 Opelika, AL 36803-0666
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Members
 Doug Cannon, District 1
 Ross Morris, District 2
 Gary D. Long, District 3
 Robert Ham, District 4
 Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Chief Financial Officer	Hours of Availability: Monday-Friday; 8am-4:30pm
Closing Date: Until Filled	Position Announcement: COMM30-09-2022
Work Location: Lee County, AL	
Division/Department: Commission/Finance	
Reports to: Chief Administrative Officer	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$84,426.04 - \$97,089.95

JOB SUMMARY: This position is responsible for the overall financial, accounting, and analytical services of the county government.

- ESSENTIAL JOB FUNCTIONS:**
- Supervises the daily operations of finance, accounting, and payroll.
 - Prepares financial statements, notes & all required schedules for yearly audit in accordance with Governmental Accounting Standards Board pronouncements and Generally Accepted Accounting Principles.
 - Analyzes economic/financial factors for trends to forecast revenues and expenses.
 - Monitors cash flows to project availability of funds for short-term or long-term investments.
 - Assists with the preparation and administration of operating budgets.
 - Oversees monthly expenses and communicates with Department Heads.
 - Oversees Bond related transactions including payments and postings.
 - Oversees Purchasing Card journal entries.
 - Serves as primary contact for, and works with, State Examiners of Public Accounts during annual audit of all related operating units.
 - Establishes, coordinates, and implements accounting internal control policies and procedures for handling, recording, depositing and safekeeping of revenue receipts.
 - Establishes, coordinates, and implements accounting internal control policies and procedures for handling, recording, disbursement of funds.
 - Establishes, coordinates, and implements accounting internal control policies and procedures for handling, recording, accounting transactions to the appropriate ledgers.
 - Oversees the payroll process with reviews of employee timesheets for accuracy; verifies timesheet entry into payroll system; processes payroll calculations; runs payroll checks.
 - 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.
 - Analyzes current and upcoming processes for accuracy and efficiency gains.
 - Attends Commission meetings and work sessions.
 - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
 - Performs other related duties as assigned.

QUALIFICATIONS:

- Bachelor's degree and five (5) years of related experience, or equivalent.
- Certified Public Accountant (CPA) preferred.
- Experience with same or similar financial systems preferred (Blackbaud Financial Edge/NXT).
- Experience with same or similar payroll system preferred (UKG Kronos).
- Possession of a valid driver's license issued by the State of Alabama.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of all aspects of general ledger accounting, account reconciliation, and financial reporting.
- Knowledge of regulations governing the accounting and management of public funds.
- Knowledge of safeguarding and investing public funds.
- Knowledge of generally accepted accounting principles and the application thereof.
- Knowledge of cash management techniques and practices.
- Knowledge of budgeting principles and practices relative to governmental funds operations.
- Knowledge of basic financial software design concepts
- Knowledge of applicable laws, policies, and procedures.
- Knowledge of modern office practices and procedures.
- Knowledge of research principles and methodologies.
- Knowledge of computers and other modern office equipment.
- Skill in the use of job-related software programs.
- Skill in supervising, training, disciplining, evaluating, and coordinating the work of others.
- Skill in public and interpersonal relations.
- Skill in establishing and implementing objectives.
- Skill in handling and resolving complex problems.
- Skill in oral and written communication.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. An employee in this position is subject to random drug/alcohol testing. Interested applicants may also fax a completed application to (334) 737-3609 or emailed to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).