

LEE COUNTY COMMISSION

Chairman
Bill English, *Probate Judge*
Mailing Address:
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Members
Doug Cannon, District 1
Ross Morris, District 2
Gary D. Long, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Assistant Chief Financial Officer	Hours of Availability: Monday-Friday; 8am-5pm
Closing Date: Until Filled	Position Announcement: COMM02-06-2023
Work Location: Lee County, AL	
Division/Department: Commission	
Reports to: Chief Financial Officer	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$54,793.68 - \$63,012.74
JOB SUMMARY: This position is responsible for assisting the Chief Financial Officer with the overall financial, accounting, and analytical services of the county government.	
ESSENTIAL JOB FUNCTIONS: <ul style="list-style-type: none"> • Assists in overseeing the daily operations of finance, accounting, and payroll. • Oversees and monitors monthly expenses and communicates with Department Heads. • Processes Purchasing Card journal entries. • Assists in establishing, coordinating and implementing accounting internal control policies and procedures for handling, recording, depositing and safekeeping of revenue receipts. • Assists in establishing, coordinating and implementing accounting internal control policies and procedures for handling, recording, disbursement of funds. • Assists in establishing, coordinating and implementing accounting internal control policies and procedures for handling, recording, accounting transactions to the appropriate ledgers. • Assists Chief Financial Officer with preparing financial statements, notes & all required schedules for yearly audit in accordance with Governmental Accounting Standards Board pronouncements and Generally Accepted Accounting Principles. • Serves as secondary contact for and works with Chief Financial Officer and State Examiners of Public Accounts during annual audit of all related operating units. • Oversees the payroll process with reviews of employee timesheets for accuracy; verifies timesheet entry into payroll system; processes payroll calculations; runs payroll checks. • Assists with payroll reporting including but not limited to withholdings for bi-weekly and monthly payrolls; tax reports; W2s; retirement report. • Oversees withholdings for bi-weekly and monthly payrolls; Oversees tax reports; Oversees 1099s annually; balances W2s; Oversees insurance report. • Analyzes current and upcoming processes for accuracy and efficiency gains. • Prepares bank deposits for all Commission funds on a daily basis or as necessary. • Prepares journal entries and reconciles general ledger; distributes a variety of reports. • Assists Chief Financial Officer with disbursements of funds. • Prepares financial reports. • Assists in the annual audit. • Processes checks for accounts payable and biweekly and monthly payroll processing. • Reviews and adjusts journal entries for health insurance and supplemental insurance reports to remit checks for payment. • Reviews and assists with Procurement card transactions and issues with other departments. • Calculates and prepares reimbursement billing for the state. • Prepares monthly reports for Reappraisal Department to the state. • 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.

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.

QUALIFICATIONS:

- Bachelor's degree and three (3) years of related experience, or equivalent.
- Possession of a valid driver's license issued by the State of Alabama.
- Ability to be bonded.

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).