

**CLEBURNE COUNTY**  
**COMMISSION JOB POSTING**  
**\_ CLEBURNE COUNTY ADMINISTRATIVE OFFICE**

Is taking applications for the full-time position of

**County Administrator**

This is an unclassified position reporting to the  
County Commission.

Base pay \$68,704.41 negotiable based on experience  
and education.

Applications may be obtained online and emailed to [ebrown@cleburnecounty.us](mailto:ebrown@cleburnecounty.us) or at the Personnel Office located at: 6751 Hwy 78, Heflin, Alabama, between the hours of 8 a.m. and 4 p.m. until March 19, 2024.

**Job Qualifications:**

Under the administrative direction of the County Commission, the employee develops and administers plans to accomplish the goals and objectives set by the Commission. Performs research and analysis relative to departmental operation and preparation of legislation. Employee monitors departmental spending, formulates budgets, prepares financial statements, including GASB statements, and quarterly reports, and reconciles accounts; answers telephones, distributes mail, issue purchase orders, and works with vendors. Maintains records of meetings, grants, invoices, and other county documents; classifies and inventories all fixed assets and prepares depreciation schedules. Employee oversees the Accounts payable processes and the payroll processes; normally performs the duty assignments according to his or her own judgments, requesting supervisory assistance only when necessary. Advises and informs the Commission on all matters pertaining to the Commission Office Business.

**Minimum Qualifications:**

A bachelor's degree in accounting, finance or public administration, 5 years' experience in accounting or business, working knowledge of GASB financials, must obtain Certification for County Administrator within 36 months of employment, ability to be bonded and hold a county credit card. Knowledge of Governmental accounting and laws a plus

Ability to travel to attend out-of-town seminars and training sessions as required. Ability to work overtime to meet deadlines or attend meetings as required.

**The Cleburne County Commission  
is an Equal Opportunity Employer.**