

CLEBURNE COUNTY
COMMISSION JOB POSTING
CLEBURNE COUNTY ADMINISTRATIVE OFFICE

Is taking applications for the full-time position of

County Finance Officer

This is a classified position reporting to the
County Administrator.

Base pay \$56,388.91 negotiable based on experience and
education.

Applications may be obtained online and emailed to 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 April 30, 2024.

Job Responsibilities:

Potential candidates should possess the ability to issue purchase orders and process accounts payable, maintain financial records for all county departments, prepare reports as requested by the State Department of Public Examiners, process meeting minutes, file and maintain county records as required by the state's Department of Archives and History, maintain records of county inventory and assets, maintain county board listings, provide monthly budget reports to county offices and county commissioners, process reimbursement requests to the state, invoice organizations for services provided to the county and compile the county's financial statements.

Minimum Qualifications:

Preferred candidates will have a combination of experience or education equivalent to either an associate's degree in accounting or three or more years' experience in financial records management, or other similar combination thereof.

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.**