

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
Mailing Address:
P.O. Box 2412
Opelika, AL 36803-2412
(334) 737-3660 phone
1-855-212-8024
www.leeco.us



Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Financial Administrator	Hours of Availability: Monday – Friday 8:15 am – 4:45 pm
Closing Date: Until Filled	Position Announcement: PC05-16-2025
Work Location: Lee County, AL	
Division/Department: Probate	
Reports to: Probate Judge	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$67,934.11 - \$78,124.22

JOB SUMMARY: This position is responsible for overseeing the financial operations of the Probate Office. This position requires a strong background in financial management. The role will involve managing the allocation of financial resources, ensuring compliance with applicable laws and regulations, and maintaining accurate financial records. In addition, this position is responsible for coordinating daily operations, supervising staff, and ensuring the efficient functioning of Probate Office activities

ESSENTIAL JOB FUNCTIONS:

- Serves as a member of the Probate Court team and assists with all activities of the Probate Office
- Assists in overseeing the office calendar
- Supervises and provides leadership and guidance, trains, coordinates, and evaluates the work of appropriate Probate staff
- Serves as primary contact for, and works with, State Examiners of Public Accounts during annual audit. Inputs daily reports and cashbook data; Reconciles cashbook and bank deposits
- Balances bank statements and reconciles with office reporting
- Prepares and oversee monthly and annual reports as required
- Establishes and oversees Probate Office accounting internal control policies and procedures
- Prepares checks for court payments; prepares checks for monthly disbursements and other occasional payments
- Oversees receipt, custody and disbursement of Probate Office funds.
- Monitors and ensures compliance with estate administration laws, policies and operational procedures
- Plans audits of units handling cash and of Conservatorship account records.
- Assists with the preparation and monitoring of the Probate Office and Election budgets.
- Orders/purchase office supplies).
- Processes and signs warrant for return checks, as necessary; testifies in court if required.
- Communicates and coordinates regularly with appropriate personnel to maximize the effectiveness and efficiency of department operations and activities
- Perform customer service duties as required, on occasion, based on staffing needs
- Performs other related duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Governmental Accounting Standards and governmental accounting principles and their application to a variety of accounting transactions and problems
- Knowledge of banking principles
- Knowledge of Alabama laws and the Code of Alabama related to the job
- Knowledge of laws, regulations, policies, and procedures related to probate functions
- Knowledge of county budget procedures
- Ability to analyze and interpret fiscal and accounting statements; ability to prepare accurate and complete financial statements
- Ability to plan, train, organize, supervise, and evaluate the work of subordinates
- Ability to utilize modern office equipment
- Ability to establish and maintain effective working relationships with department heads, public officials, employees and the general public

QUALIFICATIONS:

Bachelor's degree from an accredited institution/university in accounting, business administration, public administration or a closely related field; and three (3) years of related work experience or a combination of education and experience equivalent to these requirements

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.

Interested applicants may also fax a completed application to (334) 737-3609 or email 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).*