

PERRY COUNTY COMMISSION, MARION, ALABAMA
JOB DESCRIPTION

JOB TITLE: CHIEF ADMINISTRATIVE OFFICER

DEPARTMENT: COUNTY COMMISSION OFFICE

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships:

Reports to: Commission/County Commissioners

Subordinate Staff: Examiners of Public Accountants/State of Alabama/Attorney

External Contacts: Banks; Vendors; General Public; Elected Officials; Local; State and Federal Agencies.

Job Summary:

Practices, accounting principles and procedures of Public Administration, Including Governmental Procurement, Financial Management, Organizational Development, Public Meeting and records, Governmental Ethics and Federal Agencies.

Essential Job Functions:

- Take the minutes at commission meeting and other meetings as requested by the commissioners
- Prepare financial statements which includes statement of net assets, statement of activities, Balance Sheets, MDA and all other notes and exhibits necessary for the fiscal year audit.
- Prepares the Fiscal year budget and year-ending closing
- Records multiple journal entries for multiple funds.
- Reconciles Multiple Bank Funds
- Reviews general ledger balances, researches errors and resolves problems, analyze monthly sales tax distribution.
- Process daily cash receipts ensuring deposits are made in a timely manner
- Responsible for management of the financial aspects of federal and state grants received by the county. Ensure that funds are expended in compliance with federal, state, and county policy in accordance with approved grant budget. Prepare monthly requests for funds documenting amounts claimed and balancing

with general ledger amounts. Provide copy of documentation of amounts due to clerk responsible for accounts receivable.

-Prepare quarterly reports for federal and state grants ensuring that the amounts reported balance to the general ledger. Maintain grant files in accordance with established policies and procedures ensuring that the grants are closed out as required. Archive grant files with correct record retention period and destruction dates.

Knowledge Skills and Abilities:

Knowledge of finance administration and governmental accounting principles and practices. (GAAP and GASB)

Knowledge of investment fund management and debt administration.

Knowledge of Purchasing Management laws and competitive bidding procedures.

Knowledge of Accounts Receivables, accounts payables and payroll accounts.

Knowledge of grants and special fund management and fiscal accounting procedures and methods.

Ability to orally communicate with commissioners, other local state officials, personnel and general public.

Ability to Optimize the handling of bank relationships and appropriate strategies to enhance cash position.

Ability to provide continued support to departments through budgeting process and education to department heads on financial issues impacting their budgets.

Skill in operation of general office equipment (i.e. computer, fax, copier, check signer, etc)

Skilled in Microsoft Office (Word, Excel, Powerpoint, etc.) and county financial system. Good personality and ability to effectively interact with others.

Education and Experience:

Bachelor's Degree in Business or Accounting. Minimum of 5 years in Governmental Services or Juris Doctorate.

Interested applicants should apply in person or via mail no later than July 31, 2025 at: Perry County Courthouse, Commission Office, 300 Washington, Street, Marion, Alabama 36756