

Deputy Finance Director Position

Carter County, Tennessee

Carter County is accepting resumes for the position of Deputy Finance Director. This position reports to the Finance Director. Some of the duties of this position are:

Carter County is accepting resumes for the position of Deputy Director of Finance. This position reports to the Director of Finance. Some of the duties of this position are:

- Coordination and preparation of various accounting, budgeting, purchasing, accounts payable, and payroll tasks.
- Assistance with bookkeeping, insurance/risk management, cash management, report preparation, capital asset accounting, various reconciliations, debt management, grant and contract administration, and employee benefits.
- Preparation of materials and reports for various projects and committees.
- Attendance at various meetings and events during and after regular business hours.
- Any other responsibilities assigned by the Finance Director/Financial Management Committee.

Only applicants with the following will be given strong consideration:

- At least two years of work experience in government finance or fund accounting required.
- Advanced proficiency with Excel.
- Bachelor's Degree from an accredited college or university in finance or accounting.

Supervisory experience and working knowledge of governmental accounting and budgeting are preferred.

The compensation of the Senior Accountant shall be negotiable depending on experience and qualifications.

Applicants may submit resumes and salary history no later than 4:00 p.m. on November 12, 2021 to the Carter County Finance Department, Attention: Director of Finance, 801 E Elk Avenue, Suite 203, Elizabethton, TN 37643, or electronically to finance@cartercountyttn.gov

Carter County is an equal opportunity employer.