

MADISON COUNTY

DEPUTY FINANCE DIRECTOR

Primary Job Functions:

- Responsible for assisting the Madison County Finance Director in all areas within the Finance Department to include payroll, purchasing, accounts payable, month end processing, audit preparation, and budgeting;
- Responsible for assisting with budget estimates and projections to include sending out budget worksheets to departments as well as calculating benefits for all funds except the school fund;
- Responsible of preparation of budget documents to include the appropriate resolutions, notice publication, and all submission of documents as required by the State Comptroller's Office;
- Responsible for monthly review of financial statement information to determine necessary and needed budget amendments prior to close of fiscal year as well as entering monthly budget amendments submitted by departments after proper approvals;
- Responsible for completion of annual billings to the City of Jackson for share of joint funding related to Airport, Library, and Emergency Management Agency;
- Responsible for working with auditors at close of fiscal year to provide all requested information and keep the Finance Director informed of any possible deficiencies or findings;
- Responsible for completion of all monthly reports needed for Finance Director's report;
- Responsible for year-end close out processes as well as setting up new fiscal year;
- Serve as backup for other staff members related to reconciliations and Positive Pay;
- Prepares and enters journal entries for recording as well as reviews and approves journal entries of other staff members in the accounting system;
- Plans and assigns work for employees, monitors work progress, reviews completed work, and assists employees in solving problems;
- Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
- Performs other tasks as assigned by Finance Director.

Required Knowledge and Skills:

- Knowledge of the principles, theories and concepts of accounting;
- Skill in applying accounting principles to work activities in a governmental accounting system;
- Skill in researching and understanding complex written materials.

- Skill in conducting thorough analytical work;
- Knowledge of computer software including word processing, spreadsheet and e-mail applications;
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority;
- Ability to maintain accurate and legible notes;
- Knowledge of County policies, procedures and practices;
- Knowledge of local government organization and its departmental operating requirements.
- Ability to establish and maintain effective working relationships with others;
- Ability to analyze and prepare organizational and functional reports from research data;
- Ability to communicate effectively both verbally and in writing and deal effectively with people;
- Ability to perform mathematical computations accurately and quickly;
- Ability to operate standard office equipment and perform word processing and/or data entry;
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software;
- Ability to supervise employees by monitoring work progress and acknowledging strengths and weaknesses for completion of tasks
- Ability to work with minimal supervision.

Contact:

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