



JOB OPENING
Post Date: 04/03/2023
Assistant Director of Accounts & Budget
(Full-Time)

This is very professional, financial, and administrative work assisting with all accounting and financial operations for Marshall County Government. Activities associated with the job include assisting with the preparation and review of financial statements, financial forecasting and planning activities, assisting with the annual budget preparation process, preparing various balance sheets and reports, and working directly with other county departments. Additional activities include assisting with ensuring financial systems are operated in accordance with sound accounting practices and federal, state, and local accounting and purchasing rules and regulations are consistently followed, overseeing financial transactions, monitoring the budgets of county departments, and assisting with reviewing purchase orders, expenditures, and revenue postings to ensure proper coding and availability of funds and balancing cash accounts with the County Trustee.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with a Bachelor's Degree in Business or Public Administration, Accounting or closely related field; thorough experience in accounting and financial administration of a complex nature including thorough experience managing multiple financial accounts and performing advanced accounting transactions including forecasts, depreciation, amortization, etc.; excellent organizational, interpersonal and decision making skills, dedicated attention to detail; or any equivalent combination of education and/or experience to provide the following critical knowledge, abilities and skills:

- Thorough knowledge of the principles and practices of the financial administration and acceptable accounting practices and reporting requirements utilized by county governments in the State of Tennessee.
- Thorough knowledge of commonly utilized public accounting practices and procedures including the accrual of funds, amortization, and depreciation schedules, use of internal controls, debt funding, etc.
- Thorough knowledge of the laws and regulations pertaining to the management of and accounting for public, private, and nonprofit funds including all applicable IRS rules and regulations, GAAP, GASB and applicable T.C.A. statutes.
- Thorough knowledge of the principles and practices of budget development, preparation, monitoring and amendment.
- Thorough knowledge of financial auditing practices and protocols required by the State of Tennessee including required documentation, preparation of reports, potential audit findings, etc.
- Ability to analyze complex financial data, reconcile multiple accounts and resolve financial problems and/or discrepancies.
- Ability to make sound and logical decisions regarding the assumption, financing, and servicing of debt for the county.
- Ability to plan, assign and organize the work of personnel engaged in a variety of financial and clerical activities.
- Ability to develop sound and effective fiscal and financial management systems, controls, and procedures.
- Ability to establish and maintain effective working relationships with government officials, department directors, employees, and the general public.

Necessary Special Requirements

- Completion of criminal and credit background check and drug screen.

Benefits

- Excellent health, dental, vision and life insurance benefits. Several BCBSTN health plans available at no-cost.
- Paid sick leave, vacation leave (after 6 months), bereavement leave, birthday leave, and 15 paid holidays.
- Optional benefits available at reasonable rates.
- TCRS retirement plan.

TO APPLY:

- Application and Job Description may be picked up from the Marshall County Human Resources Office, 3309 Courthouse Annex, 3rd floor, Lewisburg, TN 37091 or obtained from www.marshallcountyttn.com
- Completed application and resume will be accepted **until position is filled** by the Marshall County Human Resources Office via in-person, fax (931) 422-2421, or email bstockwell@marshallcountyttn.com
- No phone calls please.