



JOB OPENING
Post Date: 04/18/2023
Finance Officer
(Full-Time)

Marshall County Board of Public Utilities

This is highly professional, financial, and administrative work with responsibility for all accounting and financial operations for Marshall County Board of Public Utilities (MCBPU). Primary responsibilities include the establishment and maintenance of an accounting system for all funds and oversight and management of the annual budget from conception to closeout for each fiscal year. Other activities associated with the job include the preparation and review of financial statements, assisting with financial planning activities, assisting with the annual budget preparation process and supervision and oversight of accounts receivable, accounts payable, and payroll. Additional activities include the reconciliation of various accounts, overseeing, and assisting with the preparation of 1099's and other financial reports, assisting with grant funded programs and initiatives, and forecasting income and expenditures.

Necessary Requirements

Graduation from an accredited four-year college or university with a Bachelor's Degree in Business or Public Administration, Accounting or closely related field (Master's Degree in Finance and/or CPA designation preferred); a minimum of five years' experience in accounting and financial administration of a complex nature; 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:

- Knowledge of the principles and practices of the financial administration and acceptable accounting practices and reporting requirements.
- 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.
- Knowledge of the laws and regulations pertaining to the management of and accounting for public, private, and non-profit funds including all applicable IRS rules and regulations, GAAP, GASB and applicable T.C.A. statutes.
- Knowledge of the principles and practices of budget development, preparation, monitoring and amendment.
- 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 MCBPU.
- Ability to develop sound and effective fiscal and financial management systems, controls, and procedures.
- Skill in the use of computerized accounting systems, proprietary software and commonly utilized accounting and budgeting software programs including word processing, database management and spreadsheet applications.

Benefits

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

Necessary Special Requirements

- Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.
- Certified Public Accountant (preferred).
- Certified Government Financial Manager (preferred).
- Must pass a criminal and credit background check and drug-screen.
- Must be bondable.

To Apply

- Application 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 Job Description available upon request.
- Completed application and resume (optional) will be accepted by the Human Resources Office until **position is filled.**
- No phone calls please