FINANCE DIRECTOR
Bradley County

• Responsible for Preparing & Recording Journal Entries and Budget Amendments.

• Presents Budgets and Summarizes Current Financial Status by Collecting Information: Preparing Balance Sheet, Profit, and Loss Statement, and Other Reports.

• Substantiates Financial Transactions by Auditing Documents.

• Maintains Accounting Controls by Preparing and Recommending Policies and Procedures.

• Responsible for the Oversight of Accounting Clerical Staff Consisting of Purchasing, Fixed Assets, and Accounts Payable.

• Responsible for the Monthly Reconciliation and Monthly Reports.

• Maintains Financial Security by Following Internal Controls.

• Answers Accounting Procedure Questions by Researching and Interpreting Accounting Policy and Regulations.

• Complies with Federal, State, and Local Financial Legal Requirements and Accounting Principles by Studying Existing and New Legislation, Enforcing Adherence to Requirements, and Advising Management on Needed Actions.

• Collects, Interprets, and Reports Revenue & Expenditures

• Maintains Financial Staff by Recruiting, Selecting, Orienting, and Training Employees.
• Assist Departments in Managing their Budget Properly.

• Responsible for Recording Cash Receipts and Depositing Money to the Trustee’s Office.

• In Charge of all Fiscal Year-End Closing Procedures.

• In Charge of the Preparation for Audits and Reporting Requirements.

Skills Needed:

• Governmental Accounting Knowledge
• Proficient in Excel and Accounting Systems
• The Ability to Manage and Lead Employees
• 1 Year Accounting Experience

Benefits:

• 401(k)
• Health Insurance
• Dental Insurance
• Life Insurance
• Vision Insurance
• Paid time off

Salary:

$45,000 - $60,000 per year
Full-time Position

Resumes should be sent to Michelle Kamplain at mkamplain@bradleycountyttn.gov