



# JOB OPENING

## Troup County Government

<i>Position:</i> Financial Officer/ County Clerk	<i>Dept:</i> Board of Commissioners	<i>Salary:</i> \$65,062/Annual
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Under broad supervision directly and indirectly supervises accounting staff, manages departmental accounting services for the County with complex and varied accounting functions, and directs the recording, maintenance, reporting, and control of County revenues and expenditures; manages all Special Local Sales Tax Funds; acts as County Clerk to Commission Chairman and/or Board

*The qualified candidate will have:*

- ⇒ Bachelor's Degree from an accredited college or university with a major in a business curriculum which included the successful completion of the introductory accounting sequence and the intermediate accounting sequence
- ⇒ Some coursework or work experience in governmental accounting is required; some coursework and/or work experience in electronic data processing applications to accounting systems is very desirable
- ⇒ Knowledge of Microsoft Software to include Word and Excel, the Internet, and AS400 Accounting Software
- ⇒ Current, valid driver's license
- ⇒ Notary Public for the State of Georgia
- ⇒ Certified Clerk by the State of Georgia's Clerk Certification Program is preferred
- ⇒ Excellent verbal, written, and interpersonal communication skills with strong ability to present information and respond to questions from managers, officials, and the general public

*Duties and responsibilities include the following:*

- ⇒ Develops and directs a comprehensive accounting program which integrates Generally Accepting Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements and departmental fiscal policies and procedures
- ⇒ Directs the preparation of statutory, regulatory and GAAP financial reports in both standard and specialized formats
- ⇒ Analyzes financial statistics and other accounting data to identify trends impacting the fiscal position of the County
- ⇒ Directs operational analyses of accounting systems, sub-systems, and procedures; reviews and implements viable improvements to the accounting program
- ⇒ Coordinates the accounting operation with budgetary, administrative support and programmatic functions
- ⇒ Represents the financial interests of the County in accounting related interactions/negotiations with other parties
- ⇒ Applies generally accepted accounting principles in the recording of financial activity in accounting systems and/or varied sub-systems
- ⇒ Participates as a member of internal and external committees and task forces to assess policies, procedures, and programs
- ⇒ Supervises the day-to-day operations of the accounting staff
- ⇒ Performs all other related duties as assigned

*Applications will be accepted until 5:00 PM* 02/17/2012 *in the Human Resources Office located in the Government Center, Third Floor, Room 3202, 100 Ridley Avenue, LaGrange, GA 30240*

Job #: 01202012 Financial Officer

Grade: 24

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Valerie Heard, Human Resources Director

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Michael J Dobbs, County Manager

**Troup County is an Equal Opportunity Employer and a Drug Free Workplace**