

# JOB OPENING

## Troup County Government

<b>Position:</b> Chief Finance Officer	<b>Department:</b> Finance	<b>Salary:</b> Depending on Qualifications
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This position is responsible for directing the county's finance operations.

**Qualifications/Knowledge:**

- ⇒ Baccalaureate Degree in closely related field preferred; Must have the ability to be bonded
- ⇒ Must have 3-5 years of related experience; Must have current valid driver's license
- ⇒ Knowledge of the principles and practices of business administration
- ⇒ Knowledge of budget development and management principles and practices
- ⇒ Knowledge of generally accepted accounting principles (GAAP)
- ⇒ Knowledge of relevant federal and state laws, county ordinances and department policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of research and statistical analysis principles
- ⇒ Skill in management, supervision, problem solving, prioritizing and planning
- ⇒ Skill in interpersonal relations; oral and written communication

**Essential Duties and Responsibilities:**

- ⇒ Serves as chief finance and budget officer for the county; advises departments, elected officials and the County Manager regarding financial matters; Represents the county in audits and other claims
- ⇒ Prepares all finance related agenda items for the Board of Commissioners and presents them as required
- ⇒ Coordinates the development of the county's annual operating and capital budgets; conducts budget hearings; monitors and analyzes cash balances, revenues and expenditures to ensure compliance with budget and management objectives; prepares forecasts and revisions as required; coordinates the setting of millage rates for the taxation of property
- ⇒ Oversees the operations of the county accounting system; develops policies and procedures
- ⇒ Oversees the county financial reporting system and prepares financial reports and other specialized reports as needed; makes adjusting entries as needed
- ⇒ Coordinates internal and external audits
- ⇒ Oversees the management of proceeds from special purpose local option sales taxes
- ⇒ Oversees the administration of grant programs
- ⇒ Manages purchasing activities; oversees cash management functions; authorizes and approves transfer of cash and assets; authorizes disbursements; oversees credit card programs
- ⇒ Performs all other related duties as assigned

***Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).***

Job #: 09092019 Chief Finance Officer

Grade 26

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**