

PUBLIC JOB NOTICE

The Cheatham County Accounting Office is currently seeking a full time Assistant Director of Accounts and Budgets. Applicants must have a Bachelor's Degree in Business or Public Administration, Accounting or closely related field; extensive computer skills; and must work well with the public and display a friendly, positive attitude. Experience in governmental accounting is preferred. Salary starts at \$93,662. If interested, please email the Accounting Office for a copy of the Job Description at the email below.

Inquiries and resumes should be emailed to: rachel.dutton@cheathamcountyttn.gov

Assistant Director of Accounts & Budgets

Nature of Work

This is very professional, financial and administrative work assisting with all accounting and financial operations for Cheatham County Government. Activities associated with the job include assisting with the preparation and review of financial statements, financial planning activities and coordination of annual state audits and assisting with the annual budget preparation process and the supervision and oversight of accounts receivable, payroll and accounts payable processes. Additional activities include reconciliation of various accounts, monitoring the budgets of county departments, assisting with the coordination of insurance reporting requirements, preparing financial reports and assisting with Budget Committee meetings. The incumbent is also responsible for the assisting with the supervision of departmental staff, forecasting income and expenditures and maintaining documentation and files for various departments including solid waste, library and emergency management. Job responsibilities require thorough experience in accounting and finance (preferably in a governmental setting), strong organizational, interpersonal, supervisory and decision making skills, dedicated attention to detail and considerable knowledge of county government offices and departments including internal financial relationships, auditing standards and reporting requirements. Job performance is evaluated by the Director of Accounts and Budgets through review of the thoroughness and accuracy of financial transactions and operations, knowledge of county government operations including acceptable financial standards, practices and financial reporting requirements, level of support provided to county government operations and interpersonal, organizational and decision making skills. Job duties are also subject to annual audits from the State of Tennessee.

Illustrative Examples of Work

- Assists with ensuring that financial systems are established and operated in accordance with sound accounting practices and federal, state and local accounting and purchasing rules and regulations are consistently followed.
- Assists with making recommendations pertaining to accounting systems and financial policies and procedures for county government operations.
- Prepares sales tax reports and tracks debt service payments.
- Assists the Finance Director with keeping the fire tax, reserves and fund balance worksheets updated.
- Assist departments by reviewing monthly expenditure reports and makes recommendations when budget amendments are needed.
- Assists with overseeing financial transactions including accounts receivable, accounts payable, billing, general ledger, payroll, budgeting, county revenues, etc. and ensures the proper maintenance of all related records.
- Participates in forecasting departmental program expenditures based upon current expenses and projections; makes adjustments in operating budgets and submits requests for amendments to the proper authorities.

- Assists with reviewing purchase orders, expenditures and revenue postings to ensure proper coding and availability of funds and balancing cash accounts with the County Trustee.
- Ensures the proper maintenance of all financial records and that accounts are maintained in compliance with established accounting standards.
- Assists with making accrual entries and journal entries to correct coding mistakes.
- Assists with distributing monthly financial reports to elected officials and department heads.
- Assists with closing out the books at year end and printing month end and year end reports.
- Assists with supervising the activities of departmental personnel and ensuring the accuracy and timeliness of all financial transactions.
- Assists with drafting and presenting budget resolutions and documents to the Budget Committee and County Commission for approval, obtaining final approval from the State Comptroller's Office once the budget is passed by the County Commission and preparing all documents for printing the final budget document.
- Assists with budget preparation meetings with department heads and elected officials, preparing all documents required for each meeting and formulating budgets for the general fund.
- Interacts with non-profit agencies requesting financial assistance from the county.
- Assists with monitoring debt schedules for the timely payment of debt and generates checks for debt service payments.
- Prepares the annual leave report for state auditors.
- Receives and tracks rental payments from tenants at the Sycamore Square property, tracks insurance property taxes, and common area maintenance (CAM) charges collected from tenants; invoices and/or credits for the differences due at the end of the year.
- Assists with the development of bid specifications, completing required forms, preparing advertisements for local publication, posting to the vendor registry and maintaining all bid files by fiscal year.
- Assists with preparing all documents required for insurance renewals, including property, liability, worker's compensation, automobile, etc.
- Assists with preparing reports required by various agencies including Medicare, Social Security, Worker's Compensation, etc.
- Assists the Director with posting Trustee reports and reconciling cash with the Trustee for all county funds.
- Reconciles monthly bank statements.
- Prepares annual budget documents to submit to the Tennessee Comptroller's office.
- Maintains minutes for the Budget Committee and prepares monthly reports.
- Maintains capital asset records and assists with recording, disposing and depreciating capital assets in accordance with established policies.
- Assists with the annual audit process by preparing requested information, securing fixed asset reports and depreciation from Purchasing Department, preparing the Management's Discussion and Analysis and meeting with the Audit Manager and staff to discuss any findings.
- Reviews and remains current on new laws and regulations pertaining to the accounting profession including GAAP, GASB and applicable T.C.A. statutes.
- Assists Officials and Department Heads with monitoring their financial accounts.
- Performs related duties as required.

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 supervisory responsibilities; 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 the functions, structure, and operating policies of Cheatham County government including all elected offices and departments.
- 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 non-profit 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.
- Considerable knowledge of effective supervisory techniques and practices including selection, evaluation, motivation and discipline and/or discharge of staff.
- Ability to prioritize personal time and activities to meet all financial deadlines and reporting requirements.
- Ability to communicate effectively in oral and written form and prepare budget resolutions and amendments in proper grammatical form.
- 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.
- 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.

Necessary Special Requirements

-Possession of a valid Tennessee driver's license and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is light work requiring the exertion of up to 40 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects
- Work requires moderate flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Work requires hand and finger dexterity including reaching, grasping, and repetitive motions
- Vocal communication is required for expressing and exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- The worker is subject to inside environmental conditions.

Cheatham County Government
FLSA – Exempt (Administrative)
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