

PUBLIC JOB NOTICE

The Cheatham County Accounting Office is currently seeking a full time Director of Accounts and Budgets. Applicants must have a Bachelor's Degree in Business or Public Administration, Accounting or closely related field; extensive experience in accounting and financial administration; and must work well with the public and display a friendly, positive attitude. Experience in governmental accounting is preferred. Salary starts at \$117,000. If interested, please email the Mayor's Office for a copy of the Job Description at the email below.

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

Director of Accounts & Budgets

Nature of Work

This is highly professional, financial and administrative work with responsibility for all accounting and financial operations for Cheatham County government. Activities associated with the job include the preparation and review of financial statements, assisting with financial planning activities, coordination of annual state audits, assisting with the annual budget preparation process and supervision and oversight of payroll, accounts receivable and accounts payable processes. Additional activities include reconciliation of various accounts, coordination of insurance reporting requirements, preparing 1099's and other financial reports and assisting with grant funded programs and initiatives. The incumbent is also responsible for the supervision of departmental staff and forecasting income and expenditures. Job responsibilities require extensive experience in accounting and finance (preferably in a governmental setting), excellent organizational, interpersonal and decision making skills, dedicated attention to detail and thorough knowledge of county government offices and departments including internal financial relationships, auditing standards and reporting requirements. Job performance is evaluated by the County Mayor through review of the efficiency and accuracy of financial 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 and responsibilities are also subject to annual audits from the State of Tennessee.

Illustrative Examples of Work

- Ensures 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.
- Makes recommendations concerning accounting systems and financial policies and procedures for county government operations.
- Oversees financial transactions including accounts receivable, accounts payable, billing, general ledger, payroll, budgeting, county revenues and ensures the proper maintenance of all related records.
- Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective manner to achieve the goals and objectives of the department and County.
- Forecasts departmental program expenditures based upon current expenses and projections; makes adjustments in operating budgets and submits requests for amendments to the proper authorities.
- Attends all Budget Committee meetings and County Commission meetings and presents budget recommendations as required.
- Analyzes financial information and prepares reports and financial statements.
- Reviews purchase orders, expenditures and revenue postings to ensure proper coding and availability of funds and balances cash accounts with the County Trustee.
- Re-codes all miscellaneous refunds to the proper account and makes all revenue and expense entries for Internal Service Funds.

- Issues advertising purchase order numbers and places ads with the local newspapers.
- Makes accrual entries and journal entries to correct coding mistakes.
- Distributes monthly financial reports to elected officials and department heads.
- Prints and analyses Fire Tax, Reserves and Funds Balance Spreadsheets to ensure the accuracy of balances.
- Authorizes and signs all credit applications for all departments.
- Serves as a member of the Purchasing Committee and prepares committee minutes.
- Closes out the books at year end and prints month end and year end reports.
- Supervises the activities of the Accounts Payable Specialist and ensures the accuracy and timeliness of accounts payable transactions.
- Approves travel expenditures for county employees, resolves difficult issues with vendors and suppliers and prepares credit applications when necessary.
- Writes checks and requests bank wires for debt payments and issues checks for capital projects funded through bond issues.
- Drafts and presents budget resolutions and documents to the Budget Committee and County Commission for approval, obtains final approval from the State Comptroller's Office once the budget is passed by the County Commission and prepares all documents for printing the final budget document.
- Supervises the activities of the Payroll Specialist and ensures the accuracy and timeliness of all payroll transactions.
- Assists with budget preparation meetings with department heads and elected officials, prepares all documents required for each meeting and formulates budgets for major categories in the general fund.
- Prepares budgets for the courthouse, jail maintenance fund, law library fund and debt service fund.
- Interacts with non-profit agencies requesting financial assistance from the county.
- Manages county debt, issues new debt, records and maintains old debt and ensures debt payments are met in a timely manner after consultation with the County's securities consultants.
- Meets with the County Mayor and Insurance Consultant to discuss medical insurance issues and trends and formulate recommendations for the plan for review by County Commission.
- Prepares all documents required for insurance renewals, including property, liability, worker's compensation, automobile, etc.
- Prepares reports required by various agencies including Medicare, Social Security, Worker's Compensation, etc.
- Reviews sealed / competitive bid specifications to ensure accuracy and compliance with the purchasing policy and opens sealed / competitive bids for all departments.
- Assists with the annual audit process by preparing requested information, preparing fixed asset reports and depreciation, preparing the Management's Discussion and Analysis and meets 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 and GASB.
- Prepares and mails 1099's to all vendors and contractors at the end of each calendar year.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four-year college or university with a B.A. (B.S.) Degree in Finance, Business Administration or related field; extensive experience in accounting and financial administration of a complex nature including supervisory responsibilities; extensive experience managing multiple financial accounts and performing advanced accounting transactions including accounts payable, payroll, accounts receivable, 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:

- Extensive 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.
- Extensive knowledge of the functions, structure, and operating policies of Cheatham County including all elected offices and departments.
- Extensive 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.
- Extensive 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.
- Extensive knowledge of the principles and practices of budget development, preparation, monitoring and amendment.
- Extensive 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.
- Considerable knowledge of the laws and regulations pertaining to the use and dissemination of protected health information as required by HIPPA.
- 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.
- Successful completion of the Certified County Finance Officer (CCFO) program through CTAS.

Physical Requirements

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 40 pounds of force occasionally and up to 5 pounds of force frequently to move objects
- Work requires considerable 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 arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and occasional outside environmental conditions

Cheatham County Government
FLSA – Exempt (Executive)
04/02/2019