



Harold Collins

Union County Sole Commissioner
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POSITION ANNOUNCEMENT

Union County is accepting applications for the full-time position **Finance Director**.

This position directs the county's finance operations, including serving as the chief finance officer for the county.

Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study to the occupational field. Requires three to five years of similar experience - with experience in public sector, CPA and/or Certified Government Finance Official strongly preferred.

Union County offers comparable salary and benefits package. Successful candidate must be able to pass a drug screen and background check.

Finance Director

JOB SUMMARY

This position directs the county's finance operations, including serving as the chief finance officer for the county.

MAJOR DUTIES

- Serves as chief finance officer for the county; researches, gathers data and prepares information for the County Manager, the Commissioner, Elected Officials, and department heads.
- Oversees the county financial reporting system and prepares financial reports and other specialized reports as requested.
- Assists in the development of the annual county operating budget; conducts budget hearings; develops the annual operating budget and monitors expenditures under the current budget.
- Oversees the operations of the county accounting system via the chart of accounts and the development, implementation, and review of accounting procedures.
- Ability to establish and maintain cooperative and productive working relationships with elected officials, department heads, and employees.



- Maintains the general ledger, posts entries, and updates statements as necessary.
- Prepares and files financial statements and reports in accordance with state requirements.
- Oversees the operations of the county internal and external auditing system; assists external auditors by providing needed data and responding to inquiries.
- Monitors expenditure levels of all county departments for compliance with budgetary and management objectives; prepares budget revisions as needed.
- Oversees accounts payable and accounts receivable functions for all county departments, reviews invoices for accuracy.
- Prepares and presents financial information to the Commissioner, County Manager and to citizens at public meetings.
- Prepares revenue forecasts for budget and management decisions.
- Oversees the county cash management program and authorizes cash transfers.
- Oversees the grant administration and reimbursement program; compiles information for grant applications and requests funds as necessary.
- Performs bi-weekly payroll and payroll reporting.
- Reconciles monthly bank statements for county bank accounts.
- Oversees and tracks SPLOST transactions.
- Fixed assets tracking for yearly audit.
- Other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of:

- Principles and practices of public finance, budgeting, and accounting.
- Principles and practices of public administration.
- Governmental auditing procedures.



- Principles and practices of computerized financial information management.

- Relevant federal and state laws, county ordinances, and department policies and procedures.

- Computers and job-related software programs.

Skilled in:

- Management and supervision.

- Problem solving.

- Prioritizing and planning.

- Interpersonal relations.

- Oral and written communication.