

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



*Commissioners:  
Daryl Sammet  
Danny Barksdale  
Derrick Gatlin  
LaDon Townsend*

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

**ACCOUNTING SPECIALIST**

Commission

**Alabama Career Center  
2535 Sparkman Dr. NW  
Huntsville, AL  
Phone: (256) 851-0537**

**Or**

**Limestone County Commission  
310 W. Washington St.  
Athens, AL  
Phone: 256-233-6400**

**Or**

**Online: <https://limestonecounty-al.gov/doing-business/jobs>**

**MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.**

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES  
AND RESPONSIBILITIES**

**SALARY \$41.02 - \$68.90 PER HOUR**

**APPLICATIONS WILL BE ACCEPTED THROUGH**

**MONDAY, JANUARY 16, 2023**

**AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)**



**Accounting Specialist**  
Commission

COMM/2  
Job Grade:

24

### JOB SUMMARY

This position is responsible for assisting the Chief Financial Officer in administering and maintaining a comprehensive program of sound financial management and oversight of the county's finances.

MAJOR DUTIES will be **ASSISTING** the Chief Financial Officer with the below:

- Overseeing and directing of all accounting and financial procedures to ensure compliance with applicable rules, regulations, laws, and county policies; ensure compliance with best practices, Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB) guidelines; ensures that internal controls are adequate to safeguard assets and the integrity of financial statements.
- Preparation of revenue and expenditure forecasts for budget and management decisions; preparation, presentation, and administration of the annual comprehensive budget.
- Monitoring of budget and financial variables, revenues, and expenditure levels of all county departments for compliance with budgetary and management objectives; generation of financial reports for distribution to election officials, department heads, and other personnel; review of budget revision requests for additional funding.
- Oversight of the county's cash management program; monitoring of daily cash reports; ensures proper cash flow and authorizes bank transfers; maintains and reconciles bank accounts; monitoring of accounts receivable for the timely collection of monies owned to the county; provision of assistance with purchase orders as needed; reconciliation of general ledger accounts; preparation of adjusting journal entries and balances all fiscal year-end reports.
- Preparation of all financial statements, schedules, and notes to financial statements and Management Discussion and Analysis for financial audit; coordination of actuarial studies, gathers information and prepare reports; reviews completed actuarial reports regarding pension and other post-employment benefits liabilities; oversight of the recording of fixed assets; preparation of capital assets and depreciation schedules for financial audits.
- Review and monitoring of debt requirements and performs cost/benefit analysis; assistance in capital financing alternatives and develops funding options; coordination of bond ratings information and ensures continuing disclosure requirements are met; assists external auditors in the completion of annual audits; preparation of analysis of transactions and accounts and provides statistical data.

- Oversight of the preparation of 941 reconciliations, Alabama withholdings, and W2 forms; provision of assistance to the Human Resources Coordinator with reports related to employee benefits.
- Direction of the planning, implementation, and maintenance of accounting software; troubleshooting of issues as needed.
  - Service as financial advisor for grants; setting up of funds.
    - Performance of related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of accounting principles and practices.
- Knowledge of budget management principles and practices.
- Knowledge of public administration principles and practices.
- Knowledge of GAAP, GASB guidelines, Government Auditing Standards, budgetary best practices, and internal controls.
  - Knowledge of relevant local, state, and federal laws.
- Knowledge of computer accounting systems, applications, and hardware.
  - Knowledge of data analysis and forecasting.
  - Skill in the analysis of financial systems.
- Skill in the implementation of proper accounting methods, procedures, forms, and records.
  - Skill in problem solving.
  - Skill in prioritizing and planning.
  - Skill in interpersonal relations.
  - Skill in oral and written communication.

#### GUIDELINES

Guidelines include the Code of Alabama, Alabama Attorney General's Opinions, federal guidelines for grants, the county financial manual, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position assists with the development of department guidelines.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and accounting duties. Strict and frequently changing regulations contribute to the complexity of the position.
- The purpose of this position is to assist the Chief Financial Officer with directing the county's financial functions. Successful performance ensures the efficiency and effectiveness of those functions, the accuracy of financial records, and compliance with relevant laws, guidelines, policies, and procedures.

#### CONTACTS

- Contacts are typically with coworkers, elected and appointed officials, representatives of other government agencies, representatives of financial institutions, bond rating and issuing authorities, actuarial companies, representatives of the Retirement Systems of Alabama, auditors, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate and justify matters, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
  - The work is typically performed in an office.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.