

# HARDIN COUNTY GOVERNMENT

## JOB OPENING

HARDIN COUNTY GOVERNMENT IS CURRENTLY TAKING APPLICATIONS FOR A FULL-TIME **ACCOUNTING & BUDGET DIRECTOR**. DUTIES INCLUDE BUT ARE NOT LIMITED TO; SUPERVISING THEIR OFFICE OF ACCOUNTING & BUDGET, DIRECTING THE FISCAL PROCEDURES OF ALL COUNTY FUNDS THAT HOLD THE COUNTY MAYOR RESPONSIBLE AS FISCAL AGENT, PREPARING BUDGET WITH ASSISTANCE FROM THE COUNTY BUDGET COMMITTEE, COUNTY FINANCE COMMITTEE, AND COUNTY COMMISSION, PREPARE REPORTS FOR THE COUNTY COMMISSION RELATING TO BUDGET MATTERS. WORKING RELATIONS; EXERCISE A DEGREE OF SKILL IN MEETING AND DEALING WITH ALL LEVELS OF COUNTY PERSONNEL, AS WELL AS VENDORS AND THE GENERAL PUBLIC. MUST REPRESENT THE COUNTY, IN A PROFESSIONAL MANNER, IN ALL MANNERS. REQUIRED KNOWLEDGE AND ABILITIES; KNOWLEDGE OF ACCOUNTING THEORY PRACTICES, KNOWLEDGE OF AUDITING PROCEDURES, KNOWLEDGE OF BUDGETING AND PURCHASING PROCEDURES, AND EQUIPMENT, PRINCIPALS, AND METHODS OF SUPERVISION. ABILITY TO FORMULATE ADMINISTRATIVE AND SPECIAL REPORTS. ABILITY TO EXERCISE GOOD JUDGEMENT IN EVALUATING SITUATIONS AND MARKETING DECISIONS. QUALIFICATIONS; GRADUATION FROM AN ACCREDITED FOUR (4) YEAR COLLEGE OR UNIVERSITY, WITH A MAJOR IN ACCOUNTING OR EQUIVALENT EXPERIENCE, IN THE FIELD OF GOVERNMENT ACCOUNTING. PAY WILL BE BASED ON EXPERIENCE. SUCCESSFUL APPLICANT WILL RECEIVE A FULL BENEFIT PACKAGE INCLUDING HEALTH, DENTAL, AND LIFE INSURANCE, AS WELL AS RETIREMENT. APPLICATIONS MAY BE PICKED UP IN THE MAYORS OFFICE IN THE COURTHOUSE AT 465 MAIN STREET, SAVANNAH, TN ON MONDAYS, TUESDAYS, THURSDAYS, AND FRIDAYS BETWEEN 8:30 AM AND 4:30 PM. IT IS THE POLICY OF HARDIN COUNTY NOT TO DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, SEX, OR DISABILITY IN ITS HIRING AND EMPLOYMENT PRACTICES, OR IN ADMISSION TO, ACCESS TO, OR OPERATION OF ITS PROGRAMS, SERVICES AND ACTIVITIES. *APPLICATIONS AND RESUMES WILL BE ACCEPTED UNTIL DECEMBER 20<sup>TH</sup>, 2024.*

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**(PLEASE PUT AD IN BLACK BOX)**

**(PLEASE RUN AD UNTIL THE WEEK OF DECEMBER 16TH)**