

VACANT POSITION
DEPARTMENT: FINANCE
OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>
SUBMIT APPLICATION AND PROOF OF EDUCATION TO: employment@spaldingcounty.com or
119 E. Solomon Street, Human Resources Office
CLOSING DATE: Until Filled

Job Title: Deputy Finance Director (Position #3508)
Salary: Pay Grade 20; Hiring Rate \$72,758.40 (minimum, DOQ)
Work Schedule: 8:00 am – 5:00 pm, Monday-Friday

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Bachelor's degree in finance, Accounting or a related field from an accredited college or university. Must have a minimum of three (3) years of professional experience in accounting and financial management, preferably from a governmental institution. Or equivalent education, and/or experience

GENERAL STATEMENT OF JOB: Under the direction of the CFO (Deputy County Manager of Administration), the Deputy Finance Director is responsible for all procurement oversight, including BID & RFP compliance, payroll, accounts payable, accounts receivable, budgetary control, and cash management.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is frequently required to sit, talk, and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee sits in an office.

ESSENTIAL JOB FUNCTIONS

- Assist the CFO (Deputy County Manager of Administration) in managing the County's financial affairs, serving as the primary source of knowledge on the proper application of Generally Accepted Accounting Principles and implementing new accounting standards and pronouncements.
- Manage accounting activities and supervise all accounting staff, ensuring compliance with established statutes, laws, and ordinances.
- Prepare budget amendments for review by the Deputy County Manager of Administration.
- Complete the Annual Comprehensive Financial Report (ACFR) and coordinate with various County departments to ensure compliance with Governmental Accounting Standards Board (GASB) statements.
- Analyze federal and state grant revenues and expenditures to ensure compliance with grantee financial regulations. Review Requests for Proposals for audit services contracts and work closely with the Information Technology Department (ITD) to troubleshoot and maintain the financial module.
- The Deputy Finance Director is responsible for supervising the various Accounting department functional areas which include Accounting, Grants, Payroll, Purchasing Accounts Payable, Property Accounting, Property Damage, Revenue and Receivables, Cash and Financial Reporting. Develop and implement training programs for County personnel to ensure compliance with GASB requirements.
- Review expenses against the budget, discuss the preliminary budget with department heads and assist in managing budgetary thresholds.

- Assist the Deputy County Manager of Administration and the County Manager with annual budget preparation, collaborating with all departments on reports and schedules.
- Prepare account analyses as needed to evaluate departmental performance and efficiency.
- Work with department heads to create estimates for capital improvement projects.
- Present capital improvement projects to the Deputy County Manager of Administration.
- Assists the Deputy County Mangager or Department Heads with securing financing when necessary.
- Prepare and review journal entries, direct payments, and wire transfers.
- Implement auditor recommendations, ensuring that the County changes policies, procedures, or practices. Assist the deputy county manager of administration in securing financing when necessary.

- Prepare monthly cash flow reports for the Deputy County Manager of Administration.

- Develop financial forecasting models and determine project revenue requirements.

- Collaborate directly with the Deputy County Manager of Administration and the County Clerk on contract administration, ensuring compliance with all contracts and agreements.

- Respond to requests for information from government agencies and authorities, including annual surveys.

- Performs other related duties as assigned.

June 17, 2026
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