



GOVERNMENT OF

# Monroe County

I N D I A N A

Home of Indiana University

## NOTICE OF JOB OPENING

<b>Department Name:</b>	County Auditor's Office
<b>Position Title:</b>	Assistant County Financial Director
<b>Position Summary:</b>	<p>Incumbent is responsible for assisting in maintaining accounting procedures in accordance with general accounting practices and all required laws, regulations, and policies, assisting in the overall financial operations, and aspects of day-to-day fiscal management of the County.</p> <p>This includes, but is not limited to, the following:</p> <p>Assists with reconciling all balance sheet accounts on a monthly basis in compliance with Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and State Board of Accounts (SBoA) policies and standards, ensuring any outstanding variances are identified and corrected in a timely manner.</p> <p>Assists with completing the County Annual Financial Report in Gateway in an accurate and timely manner.</p> <p>Assists with creating budget projections of revenue and expense forecasts for the annual budget process, along with monthly budget analysis reports for the County fiscal body in Gateway.</p> <p>Assists with ensuring compliance with local, state, and federal laws, regulations, and accounting practices.</p> <p>Assists with implementation and monitoring financial processes and procedures and conducts audits for compliance.</p> <p>Assists the County Financial Director and staff with monitoring and compiling capital asset information for Monroe County Government for inclusion in the financial reports and assists in ensuring compliance with County policy, GASB, GAAP, and SBoA.</p> <p>Performs other related duties as assigned.</p>
<b>Qualifications:</b>	<p>Bachelor's Degree in Accounting, Finance, or related field and a minimum of five (5) years of experience in Accounting, Auditing, Finance, Public Finance or related field.</p> <p>Thorough knowledge of local government accounting structure, processes, procedures, and GAAP.</p> <p>Proficiency in Microsoft Office with emphasis in Word and Excel, and strong written and oral communication skills are required. Ability to prepare various professional documents and written reports as required.</p> <p>Ability to maintain knowledge of all computer software programs used by Auditor's Office.</p>
<b>Salary:</b>	Classified at PAT A - \$47,071 Minimum/Entry level; \$52,312- 3-Year level/Mid-point hire
<b>Deadline for Application:</b>	Open until 11.16.2022.
<b>Submit Resume and References to:</b>	Brianne Gregory, Financial Director at: <a href="mailto:bgregory@co.monroe.in.us">bgregory@co.monroe.in.us</a> .

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

Monroe County is an Equal Opportunity Employer. Federal Identification Number – 35-1732462