

Job Announcement

Comptroller
Coahoma County Board of Supervisors

Position Tasks:

Prepares all financial statements and related reports

Assist County Administrator in preparing the Annual Budget

Produces monthly report on budget, cash and investments

Handles all fund transfers, deposits and receipt warrants

Assists County Administrator with investments

Assists County Administrator in maintaining property and casualty insurance for all
County owned or leased property

Coordinates and works with outside auditors

Manages accounts receivable and accounts payable

Manages the County computer system

This position description is not an exhaustive list of the tasks for this position. Other duties may be assigned by the County Administrator.

Desirable Knowledge, Skills and Abilities:

Thorough knowledge of governmental accounting

Knowledge of County budgeting procedures and laws

Ability to plan and manage time, material and human resources Ability to
write clear, concise instructions, reports and correspondence

Ability to give clear, concise verbal instructions and information

Ability to supervise and manage employees

Education Level and Experience Required:

Bachelors Degree in Accounting, CPA highly desirable

Governmental accounting experience highly desirable At

least five (5) years relevant experience

To apply submit resume & other documentation

by mail:

Coahoma County Board of Supervisors

Attention: Comptroller Position

PO Box 579

Clarksdale, MS 38614