



# INVITING APPLICATIONS FOR

**Chief Financial Officer**  
Bartow County  
Government  
Water Department



# ABOUT BARTOW COUNTY

Bartow County is approximately 45 miles North of Atlanta and 65 miles south of Chattanooga, Tennessee along Interstate 75 and comprises approximately 470 square miles.

Bartow County is home to a number of award winning museums and historical landmarks, including the Rose Lawn Museum, the home of renowned evangelist Samuel Porter Jones; the George Washington Carver Park, established in 1950 as Georgia's first state park for African Americans; and the Etowah Indian Mounds, a 54-acre archaeological site located along the Etowah River and one of the largest and most intact Indian mounds still remaining in North America. Be sure to set aside time to visit Tellus Science Museum, the Booth Western Art Museum and the newest member of the museum family, the Savoy Automobile Museum. In addition to exploring the history of Bartow County, one can enjoy beautiful Lake Allatoona and the Red Top Mountain State Park, kayaking on the Etowah River or hiking on any of the County's beautiful nature trails.





# ABOUT THE GOVERNMENT

Bartow County Government has a sole commissioner form of government. There are only seven counties in Georgia still using this form, Bartow is the largest county by population still using sole commissioner form.

Mr. Steve Taylor is the elected sole commissioner and serves the governing authority for the County. All departments of the County work under the authority of the sole commissioner except those under the authority of other elected officials. The Commissioner hires a County Administrator to assist with daily operations.



# ABOUT THE POSITION

This position is responsible for directing the administrative duties related to the financial functions of the Bartow County Water Department to ensure proper accountability for all revenues and expenditures. The work consists of overseeing work of assigned department administrative and accounting staff. Strict regulations and the need for accuracy contribute to the complexity of the work. Successful performance helps ensure the department's effective and efficient operation and compliance with all relevant regulations.

## MAJOR DUTIES

The role involves:

- Budget preparation and maintenance
- General ledger reconciliation
- Financial report preparation
- Vendor file management and payments processing
- Chart of Accounts maintenance
- Accurate transaction recording
- Assistance with audits
- Project cost and grant record keeping
- Investment recommendations
- Bid preparation for bank accounts
- Accounts payable and receivable oversight
- Daily deposit reconciliation
- Bad debt collections coordination
- Other related duties.

# **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 is required.
- A minimum of five years of accounting/finance experience in a governmental organization with a complexity similar to Bartow County's Water Department and three years of supervisory experience is required.
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform the essential functions of this position.

## **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of local, state and federal codes, acts and policies governing water and wastewater operations.
- Knowledge of computerized accounting principles.
- Knowledge of accounts payable and accounts receivable policies and procedures.
- Knowledge of generally accepted accounting principles.
- Knowledge of computers and job-related software programs.
- Skill in supervision and management.
- Skill in the management of complex budgets.
- Skill in the use of office equipment such as a computer, calculator, copier, and facsimile machine.
- Skill in interpersonal relations.



# **THE IDEAL CANDIDATE**

The ideal candidate for the position should be a professional and ethical person who has served as a CFO, Finance Director, or upper finance/accounting manager within a public/governmental agency/organization. The Chief Financial Officer should be a dedicated team player and have a proven financial services record of success in leadership and management of finance functions. The successful candidate should be an experienced, self-confident person who can immediately provide quality Financial Services to the Water Department in a timely manner and is able to address budget questions/concerns/issues with diplomacy and tact. The ability to identify and implement new and innovative approaches within a department is an important qualification expected of the new CFO. Specific experience is expected in purchasing/procurement, accounting, utility billing, budget development and the ability to offer responsive support services to a team-oriented organization. The ideal candidate will be detail-oriented, have well-developed problem-solving abilities, have the ability to communicate with stakeholders about the budget process, and focus on succession planning within the department.

# COMPENSATION & BENEFITS

Bartow County Government offers a competitive starting salary of \$90,000-\$110,000 based on the candidate's qualifications. In addition to a competitive salary, the benefits package includes health, dental, vision insurance, flexible and health spending benefits, life insurance, short-term & long-term disability, and retirement plans. The incumbent will also accrue vacation and sick leave on a monthly basis.

Full-time employees (at least 30 hours per week) are eligible to participate in the hybrid retirement plan Bartow County offers. The components of that plan consist of the following:

- Defined Benefit Pension plan - contributions made by employer
- 401(a) Defined Contribution Plan - matching contributions made by the employer
- 457(b) Deferred Compensation plan - contributions made by employee

Further details are available upon request.

## HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, a list of at least five job-related references (with email and phone numbers), as well as salary history no later than close of business **on August 20, 2024** to [lisaward912@gmail.com](mailto:lisaward912@gmail.com). Please direct any questions to Lisa Ward, Senior Associate, Mercer Group Associates, at [lisaward912@gmail.com](mailto:lisaward912@gmail.com) or 706-983-9326 or Alan Reddish, Senior Associate, Mercer Group Associates, Cell: 706-614-4961.

