

**MACON-BIBB COUNTY GOVERNMENT  
PLEASE POST FOR ALL APPLICANTS TO READ**

<b>POST DATES:</b> 10/21/2014 - Until Filled	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE:</b> ASSISTANT FISCAL SERVICES OFFICER		
<b>ANNUAL SALARY:</b> Min.-\$52,388.98 (negotiable depending on qualifications and experience)		
<b>WORK WEEK:</b> MON – FRI	<b>WORK HOURS:</b> 8:00 a.m. – 5:00 p.m.	
<b>LOCATION:</b> BIBB SHERIFF’S OFFICE		
<b>DEPT. HEAD:</b> SHERIFF DAVID DAVIS		
<input checked="" type="checkbox"/> <b>REPLACEMENT</b>		<input type="checkbox"/> <b>NEW REQUIREMENT</b>

**Job Summary:** This position is responsible for assisting with the fiscal operations of the Sheriff’s Office inclusive of the General Fund, Confiscated Fund and Commissary Fund. Special projects are a component of this position.

**Duties and Responsibilities:**

1. Assist with the preparation of the annual Public Safety capital and operating budgets.
2. Post Quickbook entries for all Sheriff’s Office bank accounts.
3. Supervises Inventory Control staff to maintain current records of vehicle fleet to include vehicle assignments, vehicle maintenance needs, locations of vehicles, expenses authorized for vehicles, etc.
4. Disburses and maintains petty cash accounts.
5. Oversight of the Commissary Operation and all vending machines.
6. Processes jail receipts to include cash bonds, fees, and transfers. Disburses cash bonds on deposit back to the Surety as approved by the appropriate judicial entity.
7. Reconciles bank accounts and supporting ledgers monthly.
8. Development, review and where applicable oversight of proposal requests and bid documents for Sheriff’s Office procurement.
9. Conducts various special projects as assigned.
10. Performs other related duties as assigned.

**Minimum Qualifications**

1. Bachelor’s Degree in Accounting or an equivalent of combination of work and/or experience. A minimum of five years’ experience in Finance equivalent combination of education and experience to provide knowledge, skills and abilities to successfully perform the duties and responsibilities of the position.
2. Experience in governmental accounting preferred.
3. Proven experience in budget management.
4. Proficiency in Microsoft Office products, as well as database programs.
5. Demonstrated ability to effectively develop and implement programs.
6. Strong oral and written communication skills.
7. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
8. Demonstrated ability to work effectively with members of all levels within the organization.
9. Demonstrated ability to show good judgment, consistency, timeliness and respect in decision-making.
10. Demonstrated ability to achieve results on a timely basis.

**Working Conditions**

1. Works in temperature controlled office environment
2. Minimum travel
3. High activity, multiple deadlines, constant interruptions
4. High visibility of behavior
5. Minimal physical activity (lifting, stretching, standing)

If you feel you qualify for the above position, please obtain an application at [www.maconbibb.us](http://www.maconbibb.us) or visit the Human Resources Department. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***