

Bartow County, Georgia

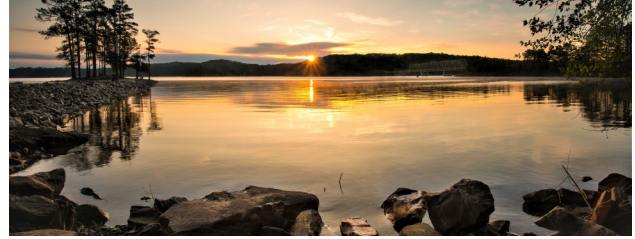


INVITES YOUR INTEREST IN THE POSITION OF

Chief Financial Officer



BARTOW COUNTY – AN EXCEPTIONAL OPPORTUNITY



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.

Bartow County has two strong school systems, Cartersville has a charming, historic downtown and three Smithsonian-affiliated museums. HGTV ranks it the most charming small town in Georgia. Allatoona Lake has Red Top Mountain State park and many campgrounds, day use areas and boat launches. Bartow County is in very strong financial position and over the last several years has experienced a moderate growth rate.

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 including management of all budgets.

Bartow County currently has a General fund of \$138 million, Enterprise Funds totaling \$122 million and funds of \$12 million. In 2024, the County's SPLOST revenues exceeded \$36 million.

ABOUT THE POSITION

The CFO oversees the finance department and administered the financial affairs of the County. Serving as the principal source of the proper application of accounting principles, standards, statutes, ordinances and laws. Responsible for coordinating the maintenance of county financial records and supervising all accounting staff.

MAJOR DUTIES

- Reviews budgeted expenditures and revenues and balance sheet accounts to ensure the accuracy and timeliness of postings. Routinely reviews expenditures and revenues vs budgets.
- Supervises and oversees the daily financial operations of the County.
- Oversees the job performance of employees under the supervision of this position.
- Provides the Commissioner and the County Administrator with financial information.
- Oversees, monitors and assists staff in the postings of revenue deposits, ACH/or wire transfers, journal entries, auditor adjusting entries, allocations and transfers between departments. Monitors accounts to verify cash balances. Monitors reconciliation of numerous bank accounts.
- Works with staff to ensure grant-related documents, files and records are maintained; works with departments to ensure compliance with grant requirements and to prepare required reports.
- Prepares monthly, quarterly and annual financial reports. Processes monthly and year end closings,
- Coordinates annual budget and CIP preparation; works with the departments and the County Administrator to estimate revenues and expenditures and to prepare the annual Capital Improvement Plan and Budgets for the fiscal year.
- Assists in the preparation of the Annual Financial Report. Requires working with an outside audit firm and staff to ensure that all required financial data is provided as needed to Federal, State and local agencies.
- Prepares expenditure and revenue comparison reports, and other related spreadsheets.
- Assists with millage rate calculations annually for use in the tax collection process.



- Files continuing disclosure information on bonds; furnishes information to bond rating agencies.
- Approves invoices, requisitions, travel reimbursements and other expenditures as expended throughout the budgeted year.
- Reviews payroll reports: remits wire/ACH's and oversees the payroll general ledger and payouts. Works with staff on reporting of taxes and filing of the quarterly 941 and other tax reports. Works closely with the Human Resources Office and staff on payroll matters.
- Performs other required duties and other duties as assigned.

ABOUT THE DEPARTMENT

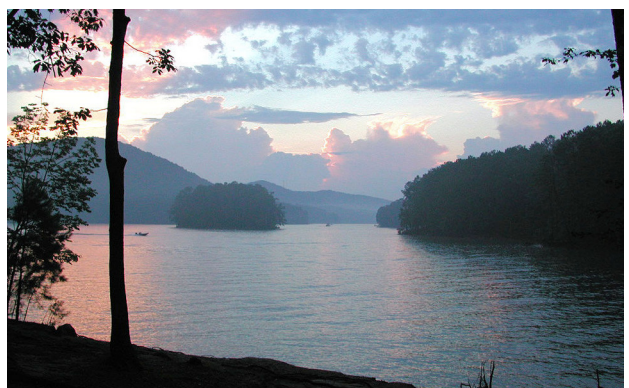
The CFO works closely with the Sole Commissioner who is full-time and the County Administrator to manage the finances of the County. Meets with Department Heads to forecast and prepare expenditure budgets and Capital Improvement Plans. Manages multiple funds and investments and manages a team of six. This position has direct supervision over an Accountant (1), Accounting Coordinator-AP (1), Accounting Technician-Senior-AR (1), Accounting and Finance Coordinator-AP (1), Administrative Coordinator (1), and Part Time AP Clerk (1).

IDEAL CANDIDATE

The ideal candidate will have experience dealing with financial responsibilities related to appointed departments and elected Constitutional Officers. In addition, the ideal candidate should demonstrate a working knowledge of: GASB; governmental auditing; CAFR use and preparation; budget development related to general, capital, and enterprise funds; internal controls; grant management; and payroll/benefit responsibilities.

CANDIDATE QUALIFICATIONS

- Bachelor's degree in finance, accounting, or similar field of study is required. Masters degree and/or CPA desired but not required.
- A minimum of five years of accounting/finance experience in a governmental organization with complexity similar to Bartow County along with three years of supervisory experience is required. Any equivalent and combination education, training, and experience which provides the requisite knowledge, skills, and abilities to perform the essential functions of this position will be considered.





COMPENSATION AND BENEFITS

The expected starting salary range for this position is **\$125,000 to \$147,000** (depending on qualifications of the selected candidate) 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 the employee. Relocation expenses are negotiable.



HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, a list of at least five job related references (name, email and phone numbers), as well as salary history no later than close of business on **June 30, 2025; to Lisa Ward, Senior Associate at lisaward912@gmail.com.**

Lisa Ward, Senior Associate

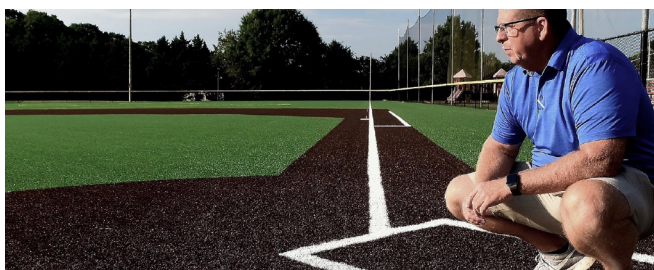
Phone: (706) 983-9326

Alan Reddish, Senior Associate

Phone: (706) 614-4961



MERCER GROUP ASSOCIATES



Bartow County is an Equal Opportunity Employer. Qualified applicants are considered for positions without regard to age, color, disability, marital status, national origin, race, religion, sex, veteran status, or any other