



**TOOMBS COUNTY COMMISSIONERS**

**PO BOX 112  
LYONS GA 30436  
912-526-3311 (office)  
912-526-1004 (fax)**



**POSITION: Human Resource (HR)/Chief Financial Officer (CFO)**

Under limited supervision, this position performs high-level leadership, financial and human resource responsibilities over the county's financial operations. This position assists and reports directly to the County Manager.

**Key Responsibilities:** The HR/CFO is responsible for overseeing and managing the financial activities of the county, including payroll, budgeting, financial reporting, benefits administration, and regulatory compliance. The HR/CFO provides financial leadership, advises elected officials, and collaborates with other departments to integrate financial considerations into decision-making processes. Additionally, the HR/CFO plays a key role in public engagement to promote transparency and build trust in the community.

**Essential Job Functions:**

- Supervises the Human Resource Department, ensuring compliance with government policies, procedures, and applicable laws.
- Provides oversight over accounts receivables, budget, payroll, workers compensation, employee benefits, and financial planning.
- Prepare and manage the annual budget, collaborating with departments to develop long-term financial plans.
- Administer payroll processing to ensure accurate and timely compensation for employees.
- Manage employee benefits programs, including health insurance, retirement plans, and other fringe benefits.
- Oversee the administration of workers' compensation claims and compliance.
- Prepare alcohol licenses for board approval and issue licenses after approval.
- Develop and implement financial policies, procedures, and controls to ensure sound financial management.
- Conduct financial analysis to support decision-making and identify areas for cost savings or revenue enhancement.
- Ensure accurate and timely financial reporting in compliance with relevant laws, regulations, and accounting standards.
- Prepare comprehensive financial statements and reports for presentation to elected officials, citizens, and other stakeholders.
- Manages processes for financial forecasting, budgets and consolidation and reporting to the County.
- Coordinate external audits and work with auditors to address any issues or recommendations.
- Maintain integrity in all fiscal systems by ensuring compliance with federal and state laws, regulations, and county policies.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical statement for this classification. Other duties may be required and assigned.

Send in resumes to [toombscountyhr@gmail.com](mailto:toombscountyhr@gmail.com)

Position will be open until filled.