



**Talbot County
Department of Finance
Easton, MD**

Assistant Finance Director

Talbot County is seeking an Assistant Finance Director to supervise the daily financial activities of the County. This position will report to the County Finance Director and be responsible for overseeing/assisting with preparation of various financial reports and budget documents. Under the general direction of the Finance Director, plans, organizes, directs, & evaluates the operations of the Finance Department real property tax collection, accounting, payroll and accounts payable.

Additional responsibilities include:

- Oversees accounting operations, including year-end closing of the general ledger and preparation of the Comprehensive Annual Financial Report (CAFR).
- Assists Finance Director with annual Budget process for County.
- Prepare analyses of revenues and expenditures accounts.
- Provide appropriate budget guidance to County departments on budget request preparation. Analyze and review budgets requests submitted by County Departments and Agencies.
- Assist with the preparation of the Budget Ordinance, Budget Workbook and other Budget documents.
- Assist with the financial reporting and coordination of various grant programs.
- Analyze and reconcile various General Ledger accounts.
- Oversees the annual audit, including the preparation of the CAFR, the Federal Single audit and other Audit reports for the County.

The ideal candidate will have a thorough knowledge of governmental (Fund) accounting principles and practices; able to prepare complex financial statements, reports & analyses; and have top-notch communication skills as well as an ability to establish effective working relationships with associates, officials, and the public.

This position requires a Bachelor's degree with a major in accounting or finance. Previous supervisory experience and certification as a CPA. Experience in the preparation of financial statements and knowledge of generally accepted accounting principles (GAAP) and GASB pronouncements desired.

Full job description & online application available at: www.talbotcountymd.gov

Interested candidates should submit a cover letter (to include salary reqs) & resume to: applications@talbotcountymd.gov. Please reference MDGFOA-AFD in the subject line.

Talbot County is an Equal Opportunity Employer