



## JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals regardless of race, color, religion, sex, age or national origin.*

Today's Date: March 25, 2024

Date Listing Will Close: April 8, 2024 @ 5:00 PM

**The following department has a vacancy for qualified employees in the following position:**

Class Specification: Financial Comptroller

Department: Board of Supervisors

Salary: To be determined by Board of Supervisors

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications/ Experience: See Attached Job Description

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### HARRISON COUNTY HUMAN RESOURCES

1801 - 23<sup>rd</sup> Avenue, First Floor, South Hall, Gulfport Courthouse  
Phone: (228) 865-4194 Fax: (228) 865-4162 [www.harrisoncountymys.gov](http://www.harrisoncountymys.gov)

**APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.**

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E.O.E. and A.D.A.

**HARRISON COUNTY, MISSISSIPPI  
JOB DESCRIPTION**

**JOB TITLE:** Comptroller

**DEPARTMENT:** County Administrator                      **FLSA STATUS:** Exempt

**REPORTS TO:** County Administrator                      **POSITION CODE:** 8810

**MAINTENANCE REVIEW DATE:** March 25, 2024    **CLOSING DATE:** April 8, 2024

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a fall shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*

**JOB OBJECTIVE:** Responsible for overseeing the financial accounting and reporting of funds, assisting the County Administrator in preparing annual budget and quarterly reports, and maintaining the continuation of a fiscal and accounting program for Harrison County.

**ESSENTIAL JOB FUNCTIONS:**

1. Shall in conjunction with the County Administrator, prepare the annual budget, quarterly reports on the budget and advise the Board of Supervisors any amendments or changes in the budget as necessary throughout the fiscal year, as well as other various and sundry duties not specifically described herein.
2. Provides reports to the Board of Supervisors, prepares financial statements and operating data, and special reports as required; develops and presents to the Board of Supervisors matters requiring their decision; develops and recommends budget.
3. For budget preparation, gather property assessment information from tax assessor, project Ad Valorem tax revenue for upcoming year, project other revenue for the year, and compile spreadsheets for each fund with YTD and other fiscal year activity.
4. Prepare worksheets to determine project cash needs for monthly investments to determine surplus funds to be invested.
5. Prepare monthly claims for debt service payments; prepare other claims as they arise for payment of debt service; consult with municipal advisor (company) and County Administrator and Board of Supervisors for any debt issues as they arise.
6. Prepare various reports for Board of Supervisors, County Administrator and other departments on a monthly and quarterly basis.
7. Reconcile all health insurance and supplemental insurances to the invoice and to the payroll

records each month.

8. Prepare monthly claims for record management, cell phone reimbursement, gaming transfers.
9. Reconcile road paving and bond funds.
10. Review Sand Beach fire pit rentals and community center rentals monthly.
11. Work in close contact with and assist various departments with monthly grant reporting requirements and other issues as they arise.
12. Act as liaison for the county with the independent auditors and prepare several audit work papers and spreadsheets.
13. Assist Bookkeeping Department, Receipts Clerk and Payroll Clerk as issues arise; assist with yearend payroll and 1099 processing.
14. Attend monthly board meetings as required and present information as needed.
15. Prepare year end grant work papers and review grant files from the various departments within the county.
16. Assist outside entities/parties with any financial information requests or audit confirmations.
17. Input beginning balances into accounting system at start of each year; prepare final year end budget adjustments as needed and annual tax guide.
18. Review inventory, any changes in fixed assets annually, open purchase orders, and processing of invoices monthly.
19. Keeps abreast of current trends and practices in field of expertise; responsible for attending all meetings of the Board of Supervisors, to answer questions regarding the financial condition of County funds and status of investments.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

1. Other related duties as required

**SUPERVISORY RESPONSIBILITIES:** Clerical Staff

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of governmental accounting.

- Knowledge of State statutes and budgetary guidelines.
- Familiarity with governmental accounting standards.
- Knowledge of single audit compliance guidelines.
- Strong computer skills and knowledge of computer programs
- Proficiency with Microsoft Office Suite. (Word, Excel, PowerPoint and Access).
- Ability to learn new software as necessary.
- Strong analytical skills
- Must be able to work with a heavy work-load.
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time sensitive deadlines.
- Ability to maintain confidentiality of information processed or prepared.
- Strong organizational skills essential.
- Ability to communicate effectively, both orally and in writing.
- Must possess positive, professional managerial and interpersonal skills.
- Ability to supervise other employees.
- Ability to make judgement calls, both verbal and written.

**EDUCATION AND EXPERIENCE REQUIRED:**

- Bachelor's Degree in Accounting. Must be a CPA
- Three (3) years' work experience with governmental work or audit experience.
- Any equivalent combination of education and experience

**ADDITIONAL REQUIREMENTS:**

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.
- Must be a Certified Public Accountant

**SALARY RANGE:** To be determined by the Board of Supervisors

**PHYSICAL REQUIREMENTS:**

*The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

	<b>YES</b>	<b>NO</b>
Work involves lifting, pushing, pulling or carrying 40 pounds or more		
Work involves the operation of earth-moving equipment or commercial motor vehicles		
Work involves the operation of non-commercial motor vehicles		
Work involves the operation of tools such as axes, shovels, sling blades, etc.		
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers lawn mowers tractor		
Work involves climbing or running		
Work involves stooping, bending, twisting, or reaching out in unusual positions		
Works above ground or floor level, such as on stools or ladders		
Works in a relatively high average temperature over a long period of time		
Work involves considerable physical exertion of the whole body over a long period of time		
Work requires near vision (20 inches or less)		
Work requires distance vision (20 feet or more)		
Work involves the detection of color differences		
Work involves determination of the correct location of a sound, such as footsteps		
Work involves hearing and understanding conversation or sounds		

**WORK ENVIRONMENT:**

*The environmental conditions marked below are common to this job:*

	<b>YES</b>	<b>NO</b>
Outdoor Weather Conditions		
Wet, Humid Conditions (non-weather)		
Work Near Moving Mechanical Parts		
Work in High, Precarious Places		
Fumes or Dust		
Toxic or Caustic Chemicals		
Extreme Heat (non-weather over 90° F.)		
Low Noise (e.g., business office)		
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		
Loud Noise (e.g., jackhammer, heavy motorized equipment)		