



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: **October 21, 2025**
Date Listing Will Close: **October 28, 2025 - 5:00 p.m.**

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

Class Specification: **Financial Assistant**
Location /Department: **County Administration**
Salary: **Negotiable**
Position Summary: **See Attached Job Description**

Job Duties and Responsibilities: See Attached JobDescription Qualifications /

Experience: See Attached Job Description

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

HARRISON COUNTY PERSONNEL/HUMAN RESOURCES
1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162
www.co.harrison.ms.us
APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

HARRISON COUNTY, MISSISSIPPI

JOB DESCRIPTION

JOB TITLE: Financial Assistant

DEPARTMENT: County Administration

FLSA STATUS: Non-Exempt

REPORTS TO: Comptroller

MAINTENANCE REVIEW DATE: October 21, 2025

POSITION CODE: 8810

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(S): The Financial Assistant provides support to the Financial Comptroller in managing the financial operations of the organization. This includes assisting with financial reporting, budgeting, accounting, auditing, and compliance with regulatory requirements. The role requires a detail-oriented individual with strong analytical and organizational skills to ensure the accuracy and efficiency of financial processes.

ESSENTIAL JOB FUNCTIONS:

- Assist in the preparation and review of monthly, quarterly, and annual financial reports.
- Handle liability insurance claims as well as processing torts associated with the claims.
- Ensure the accuracy of financial statements and reports in compliance with accounting principles and company policies.
- Support the preparation of financial statements for internal and external stakeholders.
- Assist in the development of annual budgets and financial forecasts.
- Monitor budget performance, track variances, and prepare reports for management review.
- Support the Financial Comptroller in identifying areas for cost optimization and improving financial performance.
- Help maintain the general ledger, ensuring all financial transactions are accurately recorded.
- Reconcile accounts, including bank and credit card statements, and ensure timely month-end closings.
- Assist in preparing for internal and external audits, ensuring all required documentation is available.
- Help maintain financial records to ensure compliance with local regulations, tax laws, and company policies.
- Assist in the implementation of internal controls to safeguard financial assets.
- Provide detailed financial analysis and assist in identifying trends, variances, and financial risks.
- Support the creation of ad-hoc reports and presentations.
- Assist in identifying inefficiencies and recommend improvements to financial processes and systems.
- Provide administrative support to the Financial Comptroller as needed.
- Coordinate with other departments for financial data and information as required.
- Assist in managing financial software and systems, ensuring accurate and efficient data entry.

SECONDARY DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain confidential information.
- Knowledge of the principles and practices of public administration
- Knowledge of the budget process.
- Knowledge of research methods and techniques.
- Knowledge of hard copy and computer filing and record-keeping systems.
- Skill in the operation of a computer, utilizing spreadsheets and word processing software.
- Ability to develop and implement administrative plans, policies, and procedures.
- Ability to analyze and prepare reports of research findings.
- Ability to read and interpret County codes and ordinances.
- Ability to communicate effectively, both orally and in writing.
- Ability to work under pressure and meet tight deadlines.
- Knowledge of all related safety procedures.

SPECIAL QUALIFICATIONS:

- Familiarity/Understanding of accounting principles (GAAP) and relevant accounting standards (GASB)
- Strong computer skills required including but not limited to Microsoft Office Suite
- Proficient in Excel
- Must be able to communicate effectively with public and governmental officials at all levels

EDUCATION/EXPERIENCE:

- Associate's degree in Accounting, Finance, or a related field.
- 2-3 years of experience in finance or accounting, preferably involving a governmental entity.
- Must have a valid driver's license.

These knowledge, skills, and abilities are usually, although not always, acquired through the graduation from a High School with a College Degree preferred and with three (3) years of increasingly responsible office work experience. Equivalent combinations of education and experience will be considered.

SALARY RANGE: Negotiable

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.

	YES	NO
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:

	YES	NO
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)		✓