

Kenneth Walker
Chairman

Gary Teichmiller
County Administrator



Kerry Watson
Associate Commissioner, Place 1

Garry Marchman
Associate Commissioner, Place 2

March 5, 2020

NOTICE OF JOB VACANCY

Department with Vacancy: **Cullman County Sales Tax/Revenue Enforcement**

Job Title: **Revenue Examiner/Auditor**

Schedule and Grade for Position: Monday-Friday, 7:30 am – 4:30 pm
Occasional Overtime may be required due to travel
Grade C7, Step TBD (based upon skills/experience)

Position Description: The employee will be responsible for performing financial audits on businesses for compliance with various taxes collected by the sales tax office. Other duties may be assigned.

- Requirements for Position:
- Knowledge of accounting and auditing principals and methods.
 - Knowledge of office procedures and standard office machines and equipment.
 - Writing skills to complete clear and concise reports.
 - Ability to establish and maintain effective working relationships with superiors and associates.
 - Ability to effectively communicate with business leaders and/or their representatives.
 - Ability to deal with controversial matters in a tactful manner.
 - Must possess personal computer skills to complete reports and process accounting data.
 - Knowledge of accounting software.
 - Must possess a valid Alabama driver license and be in compliance with the County's insurance requirements for operating a county vehicle.

Education: Bachelor's Degree in Accounting is required. Must be able to become Certified as a Revenue Examiner and also as a County Revenue Officer, within two years of being hired.

Any qualified candidate interested in the vacant position should contact Judy Bradford in the Personnel Department, located in the county courthouse, to fill out an application. Applications are also available for download at www.co.cullman.al.us. Applications will be taken from 8:00am Thursday, March 5, 2020 until position is filled. (Posted for a minimum of 7 days).

CULLMAN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER