



# CULLMAN COUNTY COMMISSION

## VACANCY ANNOUNCEMENT

VACANCY	POSTING DATE	CLOSING DATE
<b>NON-EXEMPT POSITION</b>	4/9/2026	<b>POSTED UNTIL POSITION IS FILLED (POSTED FOR A MINIMUM OF 7 DAYS)</b>
<b>JOB TITLE</b>	<b>ACCOUNTANT</b>	
<b>DEPARTMENT</b>	<b>WATER DEPARTMENT</b>	
<b>STATUS</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal (Occasional Overtime May be Required)	
<b>PAY GRADE</b>	<b>Grade C9, Step TBD (based on education and experience)</b>	
<b>POSITION DESCRIPTION</b>	The employee performs various accounting duties for the County Water Department including assisting in the department's yearly audit, issuing purchase orders, verifying all invoices, etc. Performs financial duties, budgets, bond requisitions, etc. Tracks jobs and expenses. Other duties as assigned.	
<b>REQUIREMENTS FOR POSITION</b>	<ul style="list-style-type: none"> <li>• Working knowledge of accounting and accounting principles and practices.</li> <li>• Knowledge of accounting software related to job activities.</li> <li>• Knowledge of Uniform Accounting Code.</li> <li>• Knowledge of governmental accounting.</li> <li>• Basic knowledge of word processing, excel and general office procedures.</li> <li>• Reading skills to comprehend policies, correspondence and general office related documents.</li> <li>• Writing skills to prepare reports, records, correspondence, and general office related documents.</li> <li>• Math skills to perform bookkeeping and related financial tasks.</li> <li>• Ability to operate office equipment efficiently; computer, copier, fax machine, calculator, etc.</li> <li>• Ability to communicate effectively with co-workers, supervisors and the general public.</li> <li>• Must possess a valid Alabama driver's license and have a driving record that meets standards set by the county's insurance carrier.</li> <li>• Ability to be bonded.</li> </ul>	
<b>EDUCATION</b>	Must possess a high school diploma or equivalent and a bachelor's degree in accounting along with work related experience preferred; however, any combination of education and work experience which provides the qualifications listed above will be considered.	
<b>HOW TO APPLY</b>	<p>Employment applications are available on our website at <a href="http://www.co.cullman.al.us">www.co.cullman.al.us</a> , or from the Personnel Department at the County Courthouse, 500 2<sup>nd</sup> Ave SW-Room 109, Cullman, AL 35055.</p> <p>Completed employment application, with current resume (if applicable) must be returned to the Cullman County Commission Personnel Department. May be delivered in person or:</p> <p style="text-align: center;">             Mailed to: 500 2<sup>nd</sup> Ave SW, Cullman, AL 35055              Emailed to: <a href="mailto:personnel@co.cullman.al.us">personnel@co.cullman.al.us</a>              Faxed to: (256) 775-4670              The Personnel Department may be contacted at (256) 775-4884           </p>	

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