

## DIRECTOR OF ACCOUNTING

### THE POSITION

Jefferson Parish is seeking a dynamic, highly motivated leader who can work effectively and collaboratively with the Parish Administration, Jefferson Parish Council, Department Heads, as well as other Local, State and Federal governmental agencies and public officials. The Department of Accounting is responsible for providing accurate up-to-date financial reports and ascertaining that expenditures of all Parish departments are within the limitation of the adopted budget. The Director supervises approximately 20 employees and oversees an annual operating budget of approximately two and one half million dollars.

The Director's duties and responsibilities include but is not limited to the following:

- Develop, administer and utilize an accounting system to ensure proper recording, measuring and reporting of financial activity.
- Prepares and issues financial reports or oversees and approves report preparation.
- Reviews all accounting matters to ensure compliance with all governmental accounting principles, policies and procedures.
- Drafts and circulates various Parish-wide Policies over payroll, accounting, and other financial procedures.
- Oversees biweekly payroll process for 16 separate entities.
- Reviews and approves all direct expenditure and travel and training purchase orders.
- Responsible for preparation and issuance of the December, 31-year end Parish Annual Comprehensive Financial Report (ACFR) including related footnotes, schedules, and corresponding Schedule of Expenditures of Federal Awards (SEFA).
- Reviews and approves department requests for purchase orders; verifies account numbers and availability of funds.
- Ensures payment of Parish accounts payable and other matters.
- Coordinates annual external audit and assists other departments as needed in responding to audits by grantors, Internal Audit Department, and the Jefferson Parish Office of Inspector General.
- Attends Council meetings and other meetings as needed or required.
- Meets with Parish administrators, Council members and other department personnel to resolve accounting problems.
- Responsible for development and administration of a system of fixed assets control and accounting for all fixed assets owned by the parish.
- Responsible for all Parish accounts, books, vouchers, and documents of all public money received and disbursed relative to its revenue, debt and fiscal affairs which are not required by law to be kept by some other person.

### THE IDEAL CANDIDATE

The ideal candidate is a visionary offering leadership capabilities and a proven track record of successful interactions with members of the public, employees, and elected officials. Qualified candidates will have a four- year degree in accounting, business administration, finance, economics, computer sciences or a related field with at least three years' work experience; OR Ten years of significant experience in the field of governmental accounting OR a licensed certified public accounting with ten years of professional work experiences. Additionally, the successful candidate shall possess and maintain a valid Louisiana Driver's License or have the ability to secure one within ten (10) working days of hire.

### COMPENSATION

The annual salary range for the position is, **\$82,349- \$103,874**. Starting salary will be commensurate with education and experience. Executive level employees are eligible to receive a monthly auto and cell allowance of approximately \$800 a month.

### ***Jefferson Parish offers work/life balance and a generous benefits package including:***

**Health Benefits (medical)**- Jefferson Parish offers health insurance benefits and covers up to 81% of the employee premium and 50% of the premium for spouses and dependents. Our health benefits also include a robust wellness plan with an onsite wellness coordinator at no cost to employees

**Voluntary Benefits**- Available at employee's cost are a variety of voluntary benefits which include dental insurance, vision insurance, flexible spending, accident insurance, short term and long-term disability insurance, cancer insurance, term life insurance, and critical illness insurance.

**Retirement Benefits**- Jefferson Parish employees are enrolled in the Parochial Employees' Retirement System. This retirement system is a public defined benefit pension plan which provides retirement allowances and other benefits based on an employee's years of service.

**Life Insurance**- Jefferson Parish provides employer-paid life insurance at one time an employee's annual salary up to \$150,000.

**MISCELLANEOUS INFORMATION**

There shall be a Director of Accounting to be appointed by the Parish President with the approval of the Council. The individual selected for this position will be required to report to duty during emergency situations. The position is considered unclassified, limited-tenure, at-will employment. The individual selected for this position will be subject to a background check and will be required to submit a financial disclosure statement annually.

**TO APPLY**

Interested qualified candidates please forward resume and salary expectation to:

**[JPHumanResources@jeffparish.net](mailto:JPHumanResources@jeffparish.net)**

**Attn: Ms. Nicole C. Thompson, Director  
Department of Human Resource Management  
1221 Elmwood Park Boulevard, Suite 517  
Jefferson, LA 70123  
Phone: (504) 736-6180  
Fax: (504) 736-6125**

**The deadline to submit: July 15, 2024.**

*Resumes will be screened according to the qualifications outlined above as resumes are submitted. The most qualified candidates will be interviewed.*

For additional information about Jefferson Parish, visit the Jefferson Parish website at **[www.jeffparish.net](http://www.jeffparish.net)**.



***Jefferson Parish is an Equal Opportunity Employer.***