

LEE COUNTY COMMISSION

Chairman
Jere Colley, *Probate Judge*
Mailing Address:
P.O. Box 2412
Opelika, AL 36803-2412
(334) 737-3660 phone
1-855-212-8024
www.leeeco.us



Members
Doug Cannon, District 1
Ross Morris, District 2
Jeff Drury, District 3
Tony Langley, District 4
Richard LaGrand, District 5

JOB ANNOUNCEMENT

Job Title: Accountant	Hours of Availability: Monday - Friday; 8am - 4:30pm
Closing Date: February 25, 2025	Position Announcement: PC02-04-2025
Work Location: Lee County, AL	
Division/Department: Probate Office	
Reports to: Probate Judge/Chief Clerk	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Pay Range: \$50,693.48 - \$58,297.50

JOB SUMMARY: This position performs clerical accounting and reporting duties and occasionally customer service duties.

ESSENTIAL JOB FUNCTIONS:

- Assists with all activities of the Probate Office.
 - Inputs daily reports and cashbook information into Excel program daily.
 - Verifies the accuracy and completeness of the work of Probate staff.
 - Prepares checks for court payments (approximately weekly).
 - Reconciles cashbook and bank deposits.
 - Balances bank statements and reconciles with office reporting.
 - Prepares and oversees monthly reports and annual reports as required.
 - Prepares checks for monthly disbursements and other occasional payments.
 - Attends and assists Probate Judge at the annual tax sale.
 - Calculates and prepares documentation for the redemption of property sold at the annual tax sale.
 - Processes returned checks.
 - Mails certified letters out to customers for bad checks.
 - Signs warrant for returned checks as necessary; testifies in court if required.
 - Assists customers in the resolution of questions and concerns in a courteous and timely manner.
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
 - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
 - Prepares correspondence.
 - Assists in the preparation of the department budget.
 - Orders office supplies. Authorized to use/responsible for department purchasing card.
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental accounting principles.
- Knowledge of banking principles.
- Knowledge of job related Alabama laws and the Code of Alabama.
- Knowledge of county and department regulations, policies, and procedures.
- Knowledge of laws, regulations, policies, and procedures relating to probate functions.
- Knowledge of county budgetary procedures.
- Knowledge of the principles and practices of records management.

- Knowledge of the function of services within the county structure.
Skill in operating such office equipment as a computer, multi-line telephone, calculator, typewriter, copier, and facsimile machine.
- Skill in report preparation and records maintenance.
- Skills in public and interpersonal relations.
- Skills in oral and written communication.
- Skill in the use of job related software applications.
- Demonstrate an ability and willingness to train new employees.

QUALIFICATIONS:

- Bachelor's degree and three (3) years of related experience, or equivalent.

Applicants should apply at the Alabama State Employment Office or the Lee County Commission Office (215 South 9th Street, Opelika, Alabama) Monday through Friday, between the hours of 8:30 AM and 4:30 PM. Interested applicants may also fax a completed application to (334) 737-3609 or email to humanresources@leeco.us by the closing date.

Previous applicants should reapply. For more information visit: www.leeco.us.

Lee County is an Equal Opportunity Employer, we will recruit, hire, train, promote, discipline, and discharge in all eligible job groups without unlawful discrimination based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, marital status, political affiliation or genetic information or any other characteristics protected by law. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described in accordance to Subtitle A of Title II of the Americans with Disabilities Act (42 U.S.C. 12131).