

**ALBANY AREA COMMUNITY SERVICE BOARD  
JOB ANNOUNCEMENT**

Job Title: <b>FINANCIAL MANAGER</b> Classified _____ Unclassified <u>X</u>		Unit and Location of Position: <b>Administration – Albany, GA</b>	
Announcement Begin Date: March 10, 2010		Announcement Deadline: <b>March 18, 2010</b>	Telephone #: (229) 430-4433
Position Number: 00044611	Pay Grade: 19	Annual Salary Range : Dependent upon Education/Experience	
GENERAL NATURE OF WORK: Position responsible for the overall fiscal and business functions for the agency. Provides complex analysis and budget implementations of program areas relative to budget oversight. Serves as Chief Fiscal Officer and provides direction to team leaders on a day-to-day basis and at quarterly budget meetings for purposes of program accountability. Ensures federal, state and local laws, policies, practices are followed concerning business operations of the agency. Supervises and coordinates all administrative support services departments and staff.			
QUALIFICATIONS: Completion of a bachelor's degree in business administration, accounting, finance, or a closely related field AND Three years of professional level experience in accounting and/or a closely related fiscal activity, one of which must have been in a supervisory, administrative or lead worker role			
OTHER DESIRED QUALIFICATIONS APPLICABLE TO THIS POSITION: Preference will be given to candidates with: significant experience in managing the financial operations of a healthcare provider; prior experience with state, federal government agency; experience in fund accounting for non-profit or public organizations; an advanced degree in business administration or public health administration; designation as a certified public accountant.			
<input type="checkbox"/> A pre-employment physical required for appointment to position. <input checked="" type="checkbox"/> A fingerprint criminal records investigation required for appointment to position. <input type="checkbox"/> Pre-employment drug testing and random alcohol/drug testing required for appointment to position. <input checked="" type="checkbox"/> Males between 18 and 26 years of age required to present proof of having registered with the Selective Services System as required by federal law or of being exempt from such registration. <input checked="" type="checkbox"/> An official transcript required from the college that granted your hours and/or degree. The transcript (Primary Source) will need to be furnished to the Human Resources Department.			
<b>ALL RELEVANT INFORMATION IS SUBJECT TO VERIFICATION</b>			
APPLICATION INSTRUCTIONS: Complete application in exact accordance with instructions on how to complete the work history. Describe background in full and make certain application is signed and dated by applicant. Applications must include a telephone number where the applicant can be reached during the daytime. Incomplete applications, applications with insufficient detail, or applications that are otherwise unacceptable may be returned and can result in applicants not being considered for the position.			
APPLICATIONS MUST BE RECEIVED NO LATER THAN THE DEADLINE:  <div style="text-align: center;"> <p>HUMAN RESOURCES ALBANY AREA COMMUNITY SERVICE BOARD 1120 WEST BROAD AVENUE, SUITE C-4 P.O. BOX 1988 ALBANY, GA 31702-1988 (229) 430-4433 / FAX (229) 430-1719</p> </div>			
An applicant who has a disability which requires special accommodation should contact HR at (229) 430-4433			
TYPE OF RECRUITMENT: (Mark type of recruitment. More than one type may be selected.) <input checked="" type="checkbox"/> This announcement is open to all qualified applicants. <input type="checkbox"/> Employees currently in a classified position with permanent status would keep their classified status if selected for this position. <input checked="" type="checkbox"/> This announcement is open to all current Albany Area MH/DD/AD Services and Southwestern State Hospital employees who meet minimum qualifications for the position.			
The Albany Area Community Service Board does not refuse services or employment to anyone based on race, color, national origin, gender, disability, age, or religious or political opinions or affiliations.			
<b>THIS POSITION IS COVERED UNDER THE GEORGIA MERIT SYSTEM OF PERSONNEL ADMINISTRATION AND MUST BE FILLED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE STATE PERSONNEL BOARD.</b>			
<b>THIS ANNOUNCEMENT SHOULD BE POSTED ON YOUR BULLETIN BOARD</b>			