Dyer County Finance
Job Posting

Governmental Accountant

Key Responsibilities

- Administers all components of the grant cycle before and after the grant award process and coordinates project planning, design, and implementation.
- Prepares and maintains all necessary grant records and verifies accuracy with the official accounting records. Submits monthly, quarterly, or semi-annual reports as required to pertinent grant agencies.
- Maintains a reconciliation system and monitors spending for federal/state funds awarded/appropriated.
- Receives all invoices related to assigned capital projects and grants. Prepares pay requests for reimbursement to grant agencies as appropriate. Analyzes all project expenses for assigned grants and projects to ensure compliance with grant guidelines.
- Assists with internal purchasing processes and approvals.
- Examines and evaluates documentation including, but not limited to: financial statements, bank statements, budgets, invoices and payroll records.
- Assists with the audit and the closing process.
- Performs other related duties as assigned by the Finance Director or the Finance Director's designee.

Qualifications

- Bachelor's degree in accounting, business, or closely related field preferred.
- Five (5) years of professional level accounting experience; experience in governmental accounting preferred.
- Experience with Microsoft Office software (Excel, Word, Outlook) and related software applications.

Please submit resumes to dyerfinance@co.dyer.tn.us with the job title in the description line. This position will remain open through November 30, 2026.