

Job Opening: Hamilton County Finance Director

Location: Hamilton County Courthouse, Hamilton, TX

Department: Finance/Accounts Payable Department

Position Type: Full-Time, Exempt

Salary Range: Based on experience and qualifications, and includes a generous benefits package.

Application Deadline: Resumes and/or applications will be accepted until position is filled.

Position Summary

Hamilton County is seeking a qualified and experienced Finance Director to oversee all county financial operations and supervise staff within the finance department. This leadership role is critical to ensuring fiscal responsibility, statutory compliance, and transparent financial reporting across all county functions. The Finance Director works closely with the County Treasurer to coordinate cash management, reconcile accounts, and ensure accurate fund tracking and reporting.

Essential Duties

- Manage and oversee all financial activities of Hamilton County, including budgeting, accounting, payroll, purchasing, and reporting
- Supervise finance department personnel, ensuring effective performance and professional development
- Collaborate with the County Treasurer on cash flow management, bank reconciliations, and fund transfers
- Assist with the preparation of the county's annual budget in coordination with the County Judge and Commissioners Court
- Ensure compliance with Texas Local Government Code and other applicable state and federal regulations
- Maintain internal controls and safeguard county assets
- Coordinate with external auditors during annual audits and financial reviews
- Provide financial analysis and recommendations to elected officials and department heads
- Oversee grant administration and reporting for state and federal funding sources

- Ensure proper procurement procedures and adherence to county purchasing policies
- Prepare and present financial reports to Commissioners Court and other stakeholders

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, Public Administration, or related field (CPA or Master's preferred)
- Minimum 5 years of experience in governmental finance or public sector accounting
- Proven supervisory and leadership experience
- Strong understanding of governmental accounting standards (GASB) and budget preparation
- Proficiency in financial software and reporting systems
- Excellent communication, analytical, and organizational skills
- Ability to interpret and apply Texas statutes and county policies

Collaboration

This position requires regular coordination with the County Treasurer's Office to ensure accurate financial records, timely reporting, and effective cash management. The Finance Director and Treasurer jointly support the financial integrity of Hamilton County.

How to Apply

Interested applicants must submit:

- Cover letter outlining relevant experience
- Resume
- Three professional references
- Any applicable certifications or licenses

Submit applications to:

Hamilton County Judge's Office

Hamilton County Courthouse

102 N Rice St, Hamilton, TX 76531

countyjudge@hamiltoncountytexas.org

 254-386-1290