

Position Announcement: Human Resources Director/Assistant to Treasurer

Christian County Fiscal Court invites applications for the position of Human Resources Director/Assistant to Treasurer. We are seeking a dedicated and driven individual who has an excellence toward customer service and overall success. The ideal candidate will exemplify the highest level of professionalism and attention to detail in a fast-paced governmental office setting. This position reports to the Christian County Treasurer.

As Human Resources Director, you'll shape the employee experience, ensuring our culture remains inclusive, engaging, and growth oriented. As an Assistant to Treasurer, you'll help ensure our financial stability and compliance, providing insights that guide smart decision-making.

What You'll Do

- Manage daily treasury functions, including cash flow monitoring, and bank reconciliations.
- Assist the Treasurer in performing various accounting functions.
- Prepare, review, and reconcile financial statements to maintain accuracy and compliance.
- Support payroll processing, benefits administration, and compliance with labor and tax regulations.
- Maintain HR policies, employee records, and compliance documentation with accuracy and confidentiality.
- Develop onboarding programs that integrate new hires smoothly into the organization.
- Act as a trusted advisor to employees, addressing questions and concerns with empathy and professionalism.

What You'll Bring

- At least two years' experience in treasury, accounting, or finance operations, with strong analytical skills.
- Working knowledge of HR processes, employment law, and payroll systems.
- Exceptional organizational skills and the ability to manage multiple priorities under tight deadlines.
- Strong communication skills
- A reputation for discretion, integrity, and building trust across teams.

Application Process:

Please send resumes to Christian County Treasurer, 216 W 7th Street, Hopkinsville, KY, 42240, fax to 270-885-1937 or email npyle@christiancountky.gov

Deadline:

All resumes must be received by July 24th.

Christian County Fiscal Court is an equal opportunity employer and encourages all qualified individuals to apply. We look forward to receiving your application and thank you for your interest in this vital role within our community.