Chambers County
DEVELOPMENT AUTHORITY
STRENGTH WOVEN IN

POSITION ANNOUNCEMENT

Job Title: Office Manager
A Full-Time Position For
The Chambers County Development Authority
Location: Lanett, Alabama
Announcement Date: October 13, 2026
Closing Date: October 23, 2026

Position Synopsis

The Chambers County Development Authority (CCDA) is seeking a highly organized and detail-oriented Office Manager to oversee the day-to-day administrative and financial operations of the organization. This position provides critical support to the economic development team by managing accounting functions, payroll, benefits administration, records management, audit preparation, and office operations.

The Office Manager will assist in supporting new and existing economic development projects and will coordinate activities related to Board meetings, prospect visits, organizational events, operational efficiency, and facility management. The ideal candidate will possess strong financial, administrative, and organizational skills, along with the ability to handle confidential information and manage multiple priorities in a professional environment.

Work Habits

The successful candidate must demonstrate the ability to:

- Plan and prioritize daily and weekly work activities while maintaining punctuality and dependable attendance.
- Interact professionally and courteously with coworkers, business leaders, government officials, Board members, vendors, and the general public.
- Maintain accurate financial records and assist in producing audit-ready documentation and reports.
- Exercise sound judgment and maintain strict confidentiality regarding organizational, personnel, project, and financial information.
- Sign confidentiality and/or non-disclosure agreements when required for economic development projects.

- Work independently while also collaborating effectively as a member of a team.
- Maintain a high degree of accuracy, attention to detail, and professionalism.

Job Requirements

Required Knowledge, Skills, and Abilities

- Strong organizational and project management skills, with the ability to coordinate multiple projects, schedules, deadlines, and priorities simultaneously.
- Excellent verbal and written communication skills.
- Ability to interpret and follow established laws, regulations, policies, and procedures.
- Ability to manage multiple assignments while meeting deadlines and maintaining accuracy.
- Ability to work flexible hours when necessary to support meetings, events, or project activities.
- Comprehensive knowledge of QuickBooks Online.
- Advanced proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and PowerPoint.
- Proficiency with Adobe Acrobat and related document management software.
- Strong recordkeeping, file management, and financial reconciliation skills.

Preferred Knowledge, Skills, and Abilities

- Experience with Salesforce, Google Earth, ESRI, and other GIS or mapping platforms.
- Experience working with government agencies and administering programs or budgets supported by public funds, with a commitment to transparency, fiscal responsibility, and regulatory compliance.
- Ability to learn and adapt to new technologies, software platforms, and emerging tools related to economic development, accounting, and office management.
- Experience planning and coordinating meetings, events, conferences, and special programs, including logistics, scheduling, vendor coordination, and budget administration.
- Experience managing vendor relationships and coordinating services with third-party providers, including information technology, telecommunications, utilities, facilities, and office equipment vendors.
- Prior experience in economic development, public administration, government, nonprofit organizations, or related fields.

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Required Education and Experience

- Three (3) to five (5) years of progressively responsible experience in accounting, bookkeeping, office management, administration, or a related field.
- Associate degree or higher in business administration, accounting, finance, or a related field preferred.
- Equivalent combinations of education, training, and experience will be considered.

Additional Requirements

- Must establish residency within Chambers County within six (6) months of hire.
- Must possess a valid driver's license and maintain an acceptable driving record.
- Successfully pass a background check.
- Occasional travel and attendance at meetings, conferences, training programs, and community events may be required.

Salary and Benefits

- Salary is competitive and commensurate with qualifications, experience, and education.
- CCDA offers a comprehensive benefits package that includes:
    - Health, dental, and vision insurance
    - Retirement Systems of Alabama (RSA – Employer provided Tier I benefits)
    - Life insurance
    - Supplemental insurance options
    - Paid annual leave
    - Paid sick leave
    - Paid holidays
    - AAA membership
    - Additional benefits as approved by the Authority

Equal Opportunity Employer

The Chambers County Development Authority is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local law.

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Application Process

Interested applicants should submit a resume and references by email to:
andie@chambersida.com

Applications may also be mailed or delivered to:

Chambers County Development Authority
P.O. Box 269
Lanett, AL 36863

Physical Address:
4445 51st Avenue SW
Lanett, AL 36863

A complete list of job duties is available upon request.

Application review will begin immediately and continue until the position is filled. The Chambers County Development Authority reserves the right to reopen the recruitment process at any time.