

**CITY OF JACKSON
JOB POSTING NOTICE**

JOB TITLE: ASSISTANT CITY RECORDER
DEPARTMENT: CITY RECORDER'S OFFICE
NON-EXEMPT: NO
FULL TIME: YES
GRADE: L - \$39.65/HR

JOB SUMMARY: The person employed in this position will perform his/her duties under the direction of the City Recorder. The person will be responsible for developing and implementing financial plans and control systems for the City. Responsible for the overall financial management system of the municipality, including directing and coordinating budgeting, central accounting, treasury management and the assessing, billing and collection of city revenue. Responsible for the receipt, custody, and disbursement of City funds, financial reporting to internal/external parties, and development/implementation of the City's annual budget including the five-year capital plan. Responsible for financial transactions including: accounts receivable; accounts payable; billing; general accounting; payroll; budgeting process; investment policies; taxes and related reports and activities. Responsible for the City's financial computing systems program. Assure City compliance with generally accepted accounting principles and practices. Facilitate audit and completes management requirements in the audit report.

ESSENTIAL JOB FUNCTIONS:

- Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments; train, motivate and evaluate assigned staff; review progress and direct changes as needed.
- Provide leadership and direction in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed.
- Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures in assigned areas to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Supervise the collection of taxes, fees, and other receipts in accordance with laws and regulations
- Perform and/or supervise all financial transactions including: accounts receivable; accounts payable; billing and collections; customer service; general ledger; and payroll

- Maintain integrity of financial records for audits and historical reviews.
- Prepare financial statements
- Design and prepare reports and recommendations for internal control.
- Assist City Recorder for the recording/transcribing and maintenance of official acts of the governing body.
- Assist in preparation of resolutions and ordinances for consideration by the governing body.
- Discuss and advise the City Recorder, Mayor, department heads, and the City Council on various financial matters
- Keep abreast of developments in the financial field as related to municipal government.
- Attend City Council meetings and present/discuss financial activities as required
- Assist in the oversight and preparation of statements and reports on city financial affairs to Administrative Officials, The City Council and general public.
- Perform all other duties as may be assigned.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:

- Graduated from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible finance work.
 - M.S. degree and C.P.A or CMFO Certification. a plus
 - Valid Driver's License
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EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

- Ability to communicate effectively both orally and in writing;
- Knowledge of city ordinances and state laws;
- Familiar with laws, rules and regulations pertaining to the office of City Recorder and the City governing body;
- Knowledge of the application of accounting principles to municipal finance.
- Ability to establish and maintain effective working relationships with the public, subordinates and other employees
- Required familiarity with computerized accounting systems
- Required demonstrated analytical, numerical, interpersonal and supervisory skills
- Required understanding of consolidation accounting
- Must be able to develop and maintain cooperative and professional relationships with employees and all levels of management;
- Ability to work independently and exercise good judgement;
- Must be able to manage multiple projects and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines with frequent interruptions and changes in priorities
- Ability to appropriately handle confidential information;

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, hearing, vision, talking, and fine dexterity, reaching, twisting, and sitting will be required constantly. Occasionally requires carrying, handling/grasping, lifting, pushing/pulling, kneeling, and balancing.
- The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Constantly requires frequent change of tasks. Frequently requires performing multiple tasks simultaneously, tedious or exacting work, and working closely with others as part of a team. Occasionally requires time pressures and working an irregular schedule.
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**PLEASE APPLY: City of Jackson, Human Resources Department
 127 E. Main St., Ste. 303
 Jackson, TN 38301**

**APPLICATIONS ACCEPTED BEGINNING THURSDAY, FEBRUARY 15, 2024
UNTIL POSITION IS FILLED**

**APPLICATIONS MAY BE COMPLETED AT: careers.jacksontn.gov
EOE/M/F/V/D**