

## **Town of Mount Carmel Certified Municipal Finance Officer Job Description**

### **DEFINITION**

Under the administrative direction of the City Administrator this position is responsible for general oversight of the financial activities of the Town. Work is supervised and evaluated by the City Administrator.

### **EQUIPMENT/JOB LOCATION**

The employee will operate a computer, calculator, fax and copy machines, and other modern office equipment.

The employee typically works indoors in an office environment. The employee may be required to lift objects such as journals and reports.

### **ESSENTIAL FUNCTIONS OF THE JOB**

Responsibility to ensure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with acceptable standard principles of accounting and finance.

Reviews, gives advice, and provides operational functions related to the town's financial operations, which shall include accounting, budgeting, reporting, purchasing, tax collection, and other financial activities.

Provides reconciliation of bank statements and invoices, bond payments, drafts checks, accounts payable, etc.

Reviews statements and reports for workers compensation, annual audit, state and federal agencies, etc.

Reviews and provides advice related to the town's investment program.

### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Recommends and may help implement, at the direction of the City Administrator, changes in financial policies and procedures for the town.

May assist with the financial administration of grants, including required record-keeping, financial records, reporting, etc.

May assist with generating reports in a user-friendly format.

### **REQUIRED KNOWLEDGE AND ABILITIES**

Knowledge of the principles and practices of modern municipal accounting, budgeting and finance, including investment management, cash control, and the regulatory/legal environment of municipal organizations.

Ability to work with a variety of people, including both elected and appointed officials, as well as members of the general public.

**QUALIFICATIONS**

Ability to be bonded.

Must be a *Certified Municipal Finance Officer (CMFO)* by the State of Tennessee or become a CMFO within 2 years of employment. Must maintain such certification.