



City of Maryville

Position Title: Accountant

Position Type: Full-time; Exempt

Salary Range for Position: \$54,764 - \$89,737

Hiring Salary: Commensurate with experience.

What we offer: Excellent benefit package includes health, dental and vision insurance, life insurance, retirement pension with Tennessee Consolidated Retirement System, Section 457 plan, Roth IRA, and 24- hour access to onsite fully equipped fitness center. Paid time off (vacation and sick leave) accrues from hire date.

Closing Date: Open until Filled.

Anticipated Hiring Range: \$54,764-\$70,100 Annual Salary

About This Opportunity:

Are you ready to step into a fast-paced, dynamic role where you can make a real impact? Our Finance team is seeking a talented and motivated accountant. In this role, you'll play a key part in maintaining the financial health of the city while working in a collaborative and supportive team environment.

You'll have the opportunity to put your analytical skills to work by performing intermediate professional and technical tasks, including managing proprietary and general funds, creating and posting journal entries to the general ledger, reconciling accounts and bank statements, reviewing financial records and files, managing fixed assets, and performing cost allocations. This position reports to the Deputy Director of Financial Services and includes other related duties as assigned.

Essential Functions:

- Reviews General Ledger ensuring accurate postings; research issues arising from General Ledger review.
- Reconciles bank statements and analyzes cash flow.
- Prepares miscellaneous invoices and monthly financial reports.
- Maintains fixed assets for General Funds.
- Reviews invoices for proper coding prior to payment; reviews postings to General Ledger; posts journal entries to General Ledger.

- Extracts information from financial software to prepare reports for other departments and state agencies.
- Maintains local option sales tax information and property tax data.
- Assists internal and external customers with questions pertaining to finance.
- Assists in special projects as designated by the Deputy Director Financial Services.
- Works closely with all Accounting Staff and Management.
- Serves as backup for various Accounting Staff.

Knowledge, Skills, and Abilities:

- Thorough knowledge of generally accepted governmental accounting procedures.
- Thorough knowledge of accounting terminology, methods and procedures.
- Thorough knowledge of modern office procedures, practices and equipment.
- Comprehensive knowledge in the use of standard office software (e.g. Microsoft Office Professional).
- Thorough knowledge in the use of standard financial software.
- Thorough knowledge in preparing reports and other types of correspondence.
- Ability to analyze and evaluate & communicate technical ideas effectively.
- Ability to understand and follow oral and written directions.
- Ability to make arithmetic computations; ability to compute rates, ratios and percentages.
- Ability to understand and apply governmental accounting practices in maintenance of financial records.
- Ability to establish and maintain effective working relationships with associates.

Education and Experience

Considerable experience in accounting, cost accounting, or equivalent combination of education and experience.

Bachelor's degree and government and /or utility accounting experience preferred.

How to Apply:

A City of Maryville employment application is required for consideration. An electronic application is available on our website, www.maryvillegov.com/jobs. Paper applications are available in Human Resources located on the upper level of the Maryville Municipal Building, 400 W. Broadway Ave., Maryville, TN 37801. Please submit your application, resume and cover letter by email to humanresources@maryville-tn.gov , by fax to 865-273-3434 or in person in Human Resources.

City of Maryville is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.