

The City of Lewisburg Administration is seeking a detail-oriented **Finance Assistant/Grants Administrator** to support the finance department in managing accounting functions, grant administration, and financial reporting. This position plays a key role in budgeting, general ledger maintenance, grant compliance, audits, and month-end and year-end reporting.

Job Responsibilities Include: Grant financial administration and reporting; preparation of journal entries, budget adjustments, bank reconciliations, and financial reports; monitoring grant contracts and reimbursements; audit support; maintaining the general ledger; assisting with payroll and accounts payable; and providing financial support to City departments, auditors, and the public.

Qualifications: Knowledge of GAAP, GASB, governmental accounting, budgeting, and grant compliance; strong Excel and Microsoft Office skills; excellent communication and organizational abilities. Certified Municipal Finance Officer preferred or complete certification within 18 months of hire.

Education & Experience: Associate degree in business or related field and at least three (3) years of professional experience in accounting, auditing, budgeting, or related financial work (or equivalent combination).

The City of Lewisburg is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Interested candidates should submit their resume, cover letter, and application to Gina Jones (email: gina.jones@lewisburgtn.gov) The application and full job description is located on the City of Lewisburg website: www.lewisburgtn.gov. Position open until filled.