

TOWN OF CARYVILLE, TN CITY RECORDER/CMFO – FULL TIME

The Town of Caryville is accepting applications for a full-time City Recorder/Certified Municipal Finance Officer (CMFO). Duties include municipal accounting, budgeting, financial reporting, council minutes, and official records management.

Preferred 3–5 years of municipal finance or related experience. Knowledge of QuickBooks, Word, and Excel preferred.

CMFO certification required or obtainable within two (2) years.

Background check required.

Applications available at Caryville Municipal Building, 4839 Old Hwy 63, Caryville, TN 37714.

Send by resume and application to Interim City Recorder, Angelita Monday at amonday@townofcaryvilletn.com

Deadline: Friday, February 6, 2026 at 5:00 p.m.

The Town of Caryville is an equal opportunity employer and does not discriminate based upon race, color, gender, age, creed, national origin, religion, or disability.