City of Jackson

Human Resources

City of Job Opportunity
Department: City Recorder’s Office
Position: Finance Supervisor
Location: Jackson, TN

QUALIFICATIONS: Graduated from an accredited four-year college or university with a degree in accounting, business management, economics, finance, or a closely related field; and five years of accounting experience; and two years of experience in a supervisory or lead capacity is highly desirable, or any equivalent combination of education and experience. This person will be responsible for planning, directing, administering, supervising, and participating in the daily operations and activities of a variety of accounting functions in the Accounting and Revenue Departments. The duties would include financial reporting, accounts receivable, accounts payable, tax billing, payroll, and other functions; interpret internal control guidelines and best practices and participate in the development of policies and procedures for assigned department activities accordingly; perform complex accounting work and assist in the preparation of financial reports and financial statements; provide supervision to assigned staff; coordinate assigned activities with other departments outside agencies, and the general public. Maintain accounting and financial records; oversee the destruction of records; monitor changes in laws, regulations, and technology that may affect operations of the assigned accounting functions; implement policy and procedural changes after approval. The job description is on the city website: www.jacksontn.gov. Hourly Rate $30.03; generous benefits package. MINORITIES ARE ENCOURAGED TO APPLY. Please contact the City of Jackson, Human Resources Department, 127 E. Main Street, Suite 303, Jackson, TN 38301. Phone (731) 425-8252; Fax (731) 425-8673. APPLICATIONS MAY BE COMPLETED AT: careers.jacksontn.gov. EOE/M/F/V/D

Scott Conger, Mayor