

**CITY RECORDER/CMFO**  
**Town of Charlotte**  
**Job Posting**  
**July 1, 2025**

The Town of Charlotte, Tennessee is seeking a qualified full-time person to serve as City Recorder/Certified Municipal Finance Officer. Among other duties, the CMFO/City Recorder is responsible for the daily financial operation of the city government; must be able to apply accounting principles to municipal finance, reconcile all accounts, and create and maintain a balanced budget. Applicants must be present at all city council meetings, prepare minutes, and preserve minutes, original ordinances, contracts and all permanent records. Applicants must be able to coordinate these tasks to assure the effective and efficient operation of the city government.

The Recorder is responsible for a broad range of administrative, accounting, and support services under the general supervision of the mayor and town governing body. It is preferable that applicants have at least 3 to 5 years' experience in municipal accounting, finance, or advanced clerical work including experience in the supervision of others. Also, a knowledge of QuickBooks would be very helpful; Microsoft Word, and Excel. Applicants must possess, or have the ability to possess within two (2) years of employment, the Certified Municipal Finance Officer (CMFO) certification from the State of Tennessee and will be subject to a background check. All interested applicants should submit a resume to the City of Charlotte, P.O. Box 129, Charlotte, TN 37036. The deadline for applications is Thursday, July 31, 2025 at 5:00p.m. The Town of Charlotte is an Equal Opportunity Employer.

The salary range is competitive depending on experience and education.

We welcome all qualified candidates.

We look forward to hearing from you!

Garland Breeden, Mayor