

## Town of Rutherford Seeking City Recorder

The Town of Rutherford 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 of experience in municipal accounting, finance, or advanced clerical work including experience in the supervision of others. 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 Town of Rutherford, P.O. Box 487, Rutherford, TN 38369. The Town of Rutherford is an Equal Opportunity Employer.

The salary range is competitive depending on experience and education.