

City Recorder

Open Until Filled: First Review of Applications: December 8, 2023

The Town of Unicoi is seeking resumes for the position of **City Recorder**. An employee in this position works under the general direction of the mayor. Work is performed in serving as the City's Financial Officer. Duties include financial reporting, cash management, developing policies and procedures, budget preparation, and safeguarding the Town's financial position. Responsible for planning the Board of Mayor and Aldermen meeting agenda with supporting ordinances and resolutions. Required attendance for all board, planning commission, and board of zoning appeals meetings. **Qualifications:** Knowledge of the laws, regulations and ordinances related to municipal administration. Bachelor of Business Administration in Accounting or Finance with five years' experience in accounting, budget preparation and financial reporting. **Preferred Qualifications:** Certified Municipal Clerk, Certified Municipal Finance Officer, Notary public (possess or ability to obtain within one year). Must be bondable as required by city charter and/or code. Detailed information on this position, on the City's Website: unicoitn.net/join-our-team **Annual Pay:** DOQ **Benefits:** The city pays for health, dental, vision insurance and is under the TN Consolidated Retirement System.

Please send cover letter and resume to City Recorder, Town of Unicoi, P. O. Box 39, Unicoi, TN 37692, or email to: cityrecorder@unicoitn.net

Debbie Kessler, CMC, CMFO
City Recorder