

**Pigeon Forge Job Description**  
**CITY RECORDER/FINANCE DIRECTOR**

**DEFINITION**

Under the general administrative direction of the City Manager this position is responsible for the financial activities of the City related to budgeting, accounting, purchasing, tax collections, etc. They are also responsible for a broad range of administrative and support-related functions. Work is supervised and evaluated by the City Manager.

**EQUIPMENT/JOB LOCATION**

The employee will operate a computer, calculator, fax and copy machines, and other modern office equipment.

The employee typically works indoors in an office environment. The employee may be required to lift objects such as journals and reports.

**ESSENTIAL FUNCTIONS OF THE JOB**

Keeps minutes and maintains records of the proceedings of the governing body and other meetings such as the beer board, etc. Serves as official custodian of City records.

Confers, coordinates, plans and provides support for the City Manager, department heads, and other employees on various financial and administrative matters.

Plans, organizes and directs operations in the areas of accounting, budgeting and capital budgeting, reporting, purchasing, tax collection, and other financial activities.

Responsible for the reconciliation of bank statements and invoices, bond payments, drafting checks, accounts payable, etc.

Signs all city checks and maintains all checking account files.

Prepares statements and makes a variety of reports for solid waste collection, workers compensation, annual audit, state and federal agencies, etc.

Responsible for the city's investment program.

Responsible for maintaining all types of insurance coverage such as health, property, liability, workers compensation, etc.

Oversees preparation of the annual budget and capital budget for all funds, and assists department heads with estimates. Makes budgetary recommendations. Prepares the appropriation ordinance and related documents.

Generates accurate reports in a user-friendly format so that department heads can financially manage their departments and activities.

Manages and evaluates subordinates.

Administers grants, including required record-keeping, financial records, reporting, etc.

Makes effective oral and written presentations to City Council.

Helps assure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with acceptable standard principles of accounting and finance.

## **ADDITIONAL EXAMPLES OF WORK PERFORMED**

Receipts money from revenues, fees, fines, etc., including those of the police department.  
May issue licenses and keeps records related to such.  
Maintains bid files and may assist with bid openings.  
May prepare resolutions for consideration by the governing body.  
Prepares legal notices.  
Helps train employees.  
May help provide office support such as typing of correspondence, preparation on notices, purchase of supplies, etc.  
Recommends and implements, at the direction of the City Manager, changes in financial policies and procedures for various departments.  
Tracks financial trends and develops financial recommendations based on such.  
Monitors the financial policies and procedures of City departments and operations, making recommendations for revision when appropriate.  
Helps keep abreast of available grants. May write or assist with the writing of grants for a variety of departments.

## **REQUIRED KNOWLEDGE AND ABILITIES**

Extensive knowledge of the principles and practices of modern municipal accounting, budgeting and finance, including capital budgeting, cost containment, investment management, cash control, intergovernmental cooperation, and the regulatory/legal environment of municipal organizations.

Good knowledge of the laws, rules, and regulations pertaining to the office of City Recorder and the governing body.

Ability to analyze the financial trends and needs of the organization based on finance data.

Ability to instill a sense of customer service and responsiveness throughout the Finance and Recorder Departments.

Ability to establish and maintain effective working relationships with the public, subordinates and other employees. Contact with the public is frequent. Contact with the media is occasional.

Must have outstanding oral and written communication and presentation skills.

Must possess excellent analytical and problem solving skills.

Extensive knowledge of modern management principles and practices.

## **QUALIFICATIONS**

Bachelor of Business Administration in Accounting, Finance, or closely related field; Masters degree preferred. CPA and/or Certified Government Finance Officer designation is preferred.

Ability to be bonded.

Must have an ability to become certified as a City Recorder by the State of Tennessee.  
Five to seven years of progressively responsible managerial positions in accounting and financial management required. Similar experience in the public sector is preferred..