

ASSISTANT CITY RECORDER

The City of Millersville is accepting applications and resumes for Assistant City Recorder. This position will assist in the accounting, administrative and support services of the City including, but not limited to, accounts payable, purchasing, payroll, general accounting, cash management, risk and asset management, utility accounting and property taxes. Annual salary \$32,000-\$47,000 DOQ plus benefit package. Application and complete job description available on the City's website at www.cityofmillersville.com or apply at Millersville City Hall, 1246 Louisville Highway, Millersville, TN 37072, Monday through Friday, 9:00 a.m. to 4:00 p.m. or email application/resume to cityrecorder@cityofmillersville.com. Position open until filled. The City of Millersville is an equal opportunity employer.

POSITION TITLE: **ASSISTANT CITY RECORDER**
CLASSIFICATION: Administration
REPORTS TO: City Recorder
FLSA STATUS:
PAY GRADE:

SUMMARY:

This employee is under the direct supervision of the City Recorder. This employee will assist in the accounting, administrative and support services of the City including, but not limited to, accounts payable, purchasing, payroll, general accounting, cash management, Risk management, asset management, utility accounting and property taxes. The employee will also aid in the preparation of the annual budget and the analytical work involved in the annual audit.

DISTINGUISHING FEATURES and ESSENTIAL EXAMPLES OF WORK:

Performs, plans, organizes duties of the General Accounting department, Billing and Utilities Collection department and General Administration.

Under the direction of the City Recorder, responsible for accounting and financial records for all funds of the City.

Performs Treasurer and Cash Management functions.

Assistant custodian of records for all open records requests.

Responsible for risk management administration including filings, premium administration, asset control and reporting.

Assists in preparation of annual budgets and budgetary reporting for all funds of the City.

ADDITIONAL EXAMPLES OF WORK PERFORMED

May represent the City and City Recorder in local and regional meetings and serve on various ad hoc committees as a City representative.

Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting principles and procedures for governmental finance.

Knowledge of best supervisory and management techniques and skills.

Advanced skills in Microsoft Office Excel and Word, data entry and use of a ten-key calculator.

Strong organization skills and ability to work effectively with minimum supervision.

Skilled active listener with ability to read with understanding and speak and write clearly and effectively.

Ability to learn and accurately use applicable computer programs/software and office equipment including fax, scanner, copier machine, etc.

Ability to communicate effectively both verbally and in writing and deal effectively with the public and coworkers.

Ability to perform mathematical computations accurately and quickly.

Ability to work under pressure and deadlines with frequent interruptions and minimum supervision.

Must have strong work ethic and excellent work and attendance records.

Physical Requirements: Ability to pass reasonable fitness and physical standards to safely perform essential functions of the job, if required, as determined by city physician. Vision and hearing normal or corrected sufficient to read, write and safely operate tools and equipment used in work; dexterity and fitness sufficient to safely operate, utilize and maintain tools and equipment used in work; ability to lift up to twenty-five (25) pounds, though greater weights at times may be lifted, carried and/or placed; dexterity and fitness to grasp, crouch, bend, stoop, walk, and otherwise perform physical functions of the assignment.

WORK ENVIRONMENT:

Work environment is generally agreeable with good working conditions. Work is conducted in a normal office setting. Noise level is low to moderate.

TRAINING AND EXPERIENCE:

Graduation from an accredited, post-secondary college or university, with a bachelor's degree in Business Administration, Accounting or Finance, or relevant degree combined with demonstrated accounting experience (examples: BS in Accounting and 1 year of work experience; AS in Accounting and 3 - 5 years accounting experience; no degree and 5 + years of experience) or comparable. Candidate should have a minimum of one year of experience in the accounting field, dependent upon educational level obtained, with a competent knowledge of GL/AP/AR, purchasing, and payroll. Ability to obtain certification as Certified Municipal Finance Officer (CMFO) within four (4) years of employment.

I acknowledge that I have read the foregoing and understand its content.

Signature

Date