

## **Assistant City Recorder**

The City of Millersville is seeking an Assistant City Recorder. This position will assist in the accounting, administrative and support services of the City including, but not limited to, payroll, accounts payable, purchasing, 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. This is a multi-faceted position that will be involved in planning, and organizing the General Accounting department, Billing and Utilities Collection department and General Administration.

Works under the direction of the City Recorder, responsible for accounting and financial records for all funds of the City as well as performing Treasurer and Cash Management functions.

Benefits include:

Employee Group Health plan paid for by the City

Paid Dental

Paid Life Insurance

Generous Holiday Schedule with 12 paid holidays

Accrued Vacation

Personal Days

Tennessee Consolidated Retirement System

### **KNOWLEDGE, SKILLS AND ABILITIES includes:**

- 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.

**TRAINING AND EXPERIENCE:**

Graduation from an accredited, post-secondary college or university, with a bachelor's degree in Business Administration, Accounting or Finance is preferred

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;

If no degree candidate should possess at least 5 years of experience.

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.

Salary range BOE \$32,000 to \$47,000 annually.

Application and complete job description available on the City's website at [www.cityofmillersville.com](http://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](mailto:cityrecorder@cityofmillersville.com).

You may apply on Indeed.com

Position open until filled. The City of Millersville is an equal opportunity employer.