

Information Letter

We appreciate your interest in this position of **City Recorder** for the Town of Vonore. Please refer to the Job Description which is included. Salary depends on experience and educational background. This is an Exempt position.

PREFERRED QUALIFICATIONS

- Bachelor's or Associate's Degree in a course of study related to the occupational field.
- CPA or CMFO Certification / ability to pass CMFO certification (CMFO details listed in attached job description)
- Experience sufficient to thoroughly understand the financial functions of local government work and be able to answer questions and resolve problems, 3-5 years of job experience needed in accounting, finance, or a related field.
- Ability to be bonded.

STEPS IN THE PROCESS

Complete the Town of Vonore Job Application AND a Resume and submit to Vonore City Hall by Friday, April 20, 2018 at 4:00 PM EST. You can find these applications at www.townofvonoretn.com or come by City Hall and pick them up. Please include a Resume, a Cover Letter highlighting your work experience relevant to this position, a copy of your college transcript(s) and any relevant certifications you currently hold in your application packet. Return your completed application packet to City Hall at the following address:

Vonore City Hall
613 Church Street
P.O. Box 218
Vonore, TN 37885

DOCUMENTS REQUIRED

To summarize, the following are the completed documents that must be submitted by the deadline in order to be considered to the position: • Job Application • Resume • Cover Letter highlighting work experience relevant to this position • Copy of college transcript(s) and current relevant certifications (if applicable)

Deadline to submit the above is Friday, April 20, 2018 at 4:00 PM EST.

JOB TITLE: City Recorder

DEPARTMENT: Finance

JOB SUMMARY

This position manages the City's financial activities, human resources, budgeting, and a variety of administrative functions.

MAJOR DUTIES

- Plans, organizes, and manages the City's finances, including cash management, revenues, disbursements, budget management, cost controls, general accounting, financial accounting and reporting, or other financial activities.
- Interprets, explains, applies, and ensures compliance with all federal, state, and local laws, rules, and regulations.
- Consults with mayor, aldermen, department heads and others to review department operations.
- Provides financial and technical expertise to city board members, city departments, and city personnel.
- Attends city board meetings and workshops, and makes speeches and presentations, and keeps minutes of all meetings.
- Manages overall accounting and record keeping system; prepares daily cash flow reports; enters journal entries; reviews and codes purchase orders and check requests.
- Prepares month-end and year-end closings.
- Assists Mayor with annual budget preparation.
- Signs, authorizes, and approves all cash and check disbursements for the city.
- Prepares grant documentation and account reports; monitors grant activity and compliance.
- Assists auditor in researching information for audits; reviews auditor's entries and makes adjusting entries; works with auditor in preparing comprehensive annual financial report.
- Reviews property tax reconciliation; reviews contracts and agreements; reviews departmental timesheets and leave requests.
- Collects city property taxes, and processes tax relief vouchers.
- Processes payroll, and manages TCRS retirement accounts, 401k and 457b plans, and payroll deductions.
- Reconciles bank statements for multiple funds.
- Schedules and manages Mayor's calendar.
- Serves as the records custodian.
- Manages and preserves ordinances and resolutions, minutes, contracts, deeds, certificates, etc.
- Performs other related duties as assigned.
- Assists as needed on court clerk duties.
- Maintains sewer/wastewater documents, billing, and reports.
- Issues building permits, and answers zoning and planning questions.
- Issues and approves business licenses.
- Issues beer permits, and administers annual beer privilege tax billings.
- Manages 811 calls and enters response into 811 ticket system.

MAJOR DUTIES (Continued)

- Interacts with customers on a daily basis; answers questions in person, by email or phone.
- Processes worker's compensation claims.
- Manages insurance renewals.
- Manages human resource activities – new hire paperwork and insurance enrollment.
- Manages and submits IRS taxes, monthly and quarterly payroll reports.
- Processes payments at counter and balances cash drawer daily.

KNOWLEDGE AND SKILLS REQUIRED

- Knowledge of the principles and practices of government finance, budgeting, accounting, and debt management.
- Knowledge of the principles and practices of public administration and employment law.
- Knowledge of the principles and practices of computerized financial information management.
- Knowledge of government auditing procedures.
- Knowledge of relevant federal and state laws, City ordinances, and department policies and procedures.
- Skills in utilizing financial computer software programs.
- Skills in management and supervision.
- Skills in operating office equipment such as a computer and calculator.
- Skills in oral and written communication.
- Skills in Microsoft Word, Excel, and PowerPoint

SALARY

Depends on experience and qualifications.

Certified Municipal Finance Officer (CMFO)

As required by Tennessee State Law, applicant must complete the Certified Municipal Finance Officer program. The program is administered through the University of Tennessee and is an 11-course program that includes an exam at the end of each course. Courses are offered in a sequence beginning with the "Government Environment." Courses are offered approximately every month in several locations across the state. Each course is a day-long event beginning at 8:00 AM. This program can be completed in one calendar year.

*Applicant must complete the program successfully within 2 years of hire date.

Details on the CMFO program can be found online at:

<http://www.mtas.tennessee.edu/sites/default/files/pictures/CMFOFactSheet.pdf>

CMFO certification requires 24 hours of continuing education credits each year through approved training classes, conferences, and seminars.