

**POSITION TITLE: CITY RECORDER / CMFO**  
**CLASSIFICATION:** Administration  
**REPORTS TO:** City Administrator  
**FLSA STATUS:** Exempt

SUMMARY:

This position performs highly responsible administrative work in planning financial management activities of the City. Work is performed independently under the general supervision of the City Administrator, yet with close coordination and is reviewed through conferences and reports for desired results.

This position is responsible for the oversight of the City's financial accounting and control systems. The incumbent performs processes responsible for accounts payable, receivable, payroll, property tax, purchasing and the city court. The position performs complicated work involving significant public contact, organizational abilities, and budget management.

DISTINGUISHING FEATURES OF WORK:

This is a paraprofessional position requiring good judgment and individual latitude in making daily decisions. Position may initiate new administrative programs; coordinate or facilitate meetings, and perform other support duties as required.

Plans all municipal finance activities. Assures that city funds are effectively managed and accounting systems are properly maintained.

Prepares and presents annual and amended budgets including revenue and appropriation estimates for all funds.

Acts as liaison for audit, analyzes audit reports and provides recommendations to the City Administrator for implementation.

Participates in the preparation of grant applications, as needed. Insures that bond covenants are met. Prepares applicable budgetary reports.

Provides financial information to state and federal regulatory agencies.

Advises department heads on financial and budgetary matters.

Oversees general ledger, utility billing, licenses & permits, purchasing, insurance, fixed assets and payroll.

The Recorder shall have custody of, and preserve in the recorder's office, minutes of the board, contracts, bonds, title deeds, certificates, and papers, all official indemnity or security bonds and all other bonds, oaths and affirmations and all other records, papers,

and documents not required by Municipal charter or by ordinance to be deposited elsewhere, and register them by numbers, dates and contents, and keep an accurate and modern index thereof.

ESSENTIAL EXAMPLES OF WORK:

Oversees the operations of all accounting control functions of the City, including but not limited to, maintenance of general ledgers, accounts receivable, accounts payable, purchasing controls, payroll, and fixed assets. Oversees maintenance of the accounting software system and oversees the routine processing of accounting reconciliations and accounting reports.

Oversees the City's purchasing system, including oversight of policies and procedures, and the daily processing of purchasing requests by all departments.

Oversees the annual property tax collection process; works with County Tax Assessor's offices to certify tax rates; audits property assessments on the financial accounting software system; oversees mailing and collection of bills; reconciles accounts at year-end.

Oversees the City's debt payments; keeps a record of debt requirements and payment dates; continually assesses the City's borrowing capacity and financial capability to meet debt obligations; directly oversees all cash management issues, and ensures proper payments, transfers, postings, and reporting of cash balances and transactions.

Oversees and actively participates in the annual audit process; prepares reports, ledgers, and communications for presentation of the Certified Annual Financial Report.

Assists City Administrator in the preparation of the annual budget; prepares forecasts and trend analysis; prepares presentations and written analysis of budget issues for the City Council. Assists in preparation of the budget document, and serves as a resource to the City Council, City Administrator, and public in the use and management of this financial plan.

Assists City Administrator in the development of the capital plan; solicits requests from all departments of the City; prepares reports of capital items requested over the planning period.

Assists the City Administrator and other department heads in the preparation of special studies and analysis on various municipal issues.

Oversees an accurate and updated inventory of city equipment and facilities, their condition, and future needs; prepares a depreciation schedule of fixed assets.

Prepares the reporting of withholdings and wage statements to various agencies.

Performs other duties as assigned.

## ADDITIONAL EXAMPLES OF WORK PERFORMED

Oversees the Municipal Court activities, including support of judicial proceedings, collections of fines, penalties, assessments, maintenance of the court logs and computerized accounting systems.

On occasion may perform work of peers and colleagues.

## KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, practices, and methods used in the financial management and oversight of a Municipal Government. Knowledge of accounting software packages, and the ability to integrate their functions into a sound financial reporting system.

Extensive knowledge of modern principles and practices of accounting, budgeting and municipal fiscal management.

Strong interpersonal skills, ability to maintain effective and positive working relationships with the public, elected officials and City Department Heads. Good analytical and problem solving skills. Ability to use personal judgment and make decisions. Professional demeanor. Skill in use of various computer software packages.

Ability to use standard functions of personal computers. Knowledge of computer systems and networks, and the ability to interface with consultants and staff in ascertaining and securing information technology needs for the Finance Department.

Ability to effectively plan, organize, and budget for the operations of the Finance Department. Detailed knowledge of high-level accounting and financial reporting documents and understanding of GASB standards and practices. The ability to effectively communicate orally and in writing with city staff, other governmental agencies, and the general public.

Knowledge of best practices in governmental financial management; vision and ability to successfully propose, organize, and execute new and enhanced programs, guidelines and accounting procedures.

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 but may be slightly dirty or involve exposure to some other slightly disagreeable elements. The work environment demands minimal confinement with no protective equipment required.

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 Accounting or Finance preferred. Candidate should have a minimum of XXXX years of experience in the accounting field, with a broad based knowledge of GL/AP/AR, purchasing, and payroll. Candidate will possess, or must obtain within 2 years of employment Certified Municipal Finance Officer Certification (CMFO). Candidate must also be well versed in financial accounting software. Demonstrated ongoing professional training in the governmental accounting field toward achievement and/or maintenance of CMFO certification.

Necessary Special Qualifications:

CMFO Certification is required. Certification as a Municipal Clerk by the Tennessee Secretary of State may be required.

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

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Signature

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Date