

TOWN RECORDER

GENERAL DESCRIPTION: Under general supervision of the Town Administrator, the Recorder performs complex professional and difficult administrative work in directing and overseeing the financial operations of the Town government. These responsibilities are accomplished by the overall supervision of finance, accounting, payroll and tax collections, and receipt of all payments to ensure compliance with all applicable regulations, laws and internal policies pertaining to the proper accounting of public funds. The employee in this class utilizes varied and complex methods of planning and decision making in regard to financial responsibilities of the Town. Duties include accounting system monitoring and design, cash management, supplying information for other departments, developing and recommending spending policies, departmental budget preparation, monitoring of accounting procedures and safeguarding the Town's financial position. The employee in this class has the responsibility of independent action and exercising judgment based on knowledge acquired through education and experience; such judgment may require decision making in the absence of established precedent or policy. The employee in this position has the responsibility of extensive long-range financial analysis and debt management, i.e., revenue base, debt criteria, and cash management. This position is supervisory, and consults regularly with staff concerning status of work, directing adjustments where necessary.

ESSENTIAL FUNCTIONS OF THE JOB:

- Supervises system of accounts, debt management, collection and cash management functions and assists in preparation of the Town budget;
- Directs the protection/safekeeping of all town documents by overseeing records management, i.e., computer records and hard copy management, adoption of retention schedules;
- Exercises decision making skills on operation policy in accordance with federal, state, and local laws;
- Reviews reports and research performed by staff, i.e., monthly budget review, quarterly tax reports, minutes;
- Assigns preparation of accounting analysis, budget review and updates, project reports, and delinquent tax filings;
- Prepares monthly reports, highlighting variances from projected expenditures and revenues;
- Manages overall finance and accounting functions; applies generally accepted accounting principles (GAAP) to develop and write procedures to assist in financial decision-making practices;
- Analyzes, researches and compiles financial data and accounting records to communicate accounting information to members of the Board of Mayor and Aldermen;
- Prepares financial statements and reports and presents written and oral summaries of financial data to departments and the Town Administrator;
- Cooperates with external auditors conducting town audits; provides financial information and data when requested; answers questions or inquiries regarding information and prepares reports to auditors as required;

- Oversees cash management and investment of Town funds; determines availability of Town funds for investment purposes; maintains cash flow data utilized in the town's investment program;
- Administers general financial and accounting system performance; ensures that systems are functioning properly and makes recommendations for system enhancements when necessary;
- Attends regular and special meetings of the Board of Mayor and Aldermen;
- Responsible for the recording/transcribing and maintenance of official acts of the governing body;
- Oversees accounting, financial reporting, fixed assets, cash management and internal auditing functions;
- Balances ledgers, and prepares periodic and special financial reports showing expenditures;
- Conducts on-going analysis of computerized accounting system and makes changes as necessary to see that the accounting system functions properly;
- Designs and implements an adequate system of internal control over cash receipts and disbursements;
- Ensures that monthly financial statements are generated accurately and distributed to department heads, the Town Administrator and the Board of Mayor and Aldermen;
- Prepares the Town's annual financial report and recommends adjustments where necessary;
- Responsible for employee and general liability insurance renewal;
- Serves as Municipal Court Clerk;
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of local government administration and modern municipal accounting practices; knowledge of complex planning methods and procedures and project coordination; knowledge of effective supervisory methods and techniques; thorough working knowledge in the areas of debt management, capital funding and financial analysis; thorough knowledge of data processing and computer systems; thorough knowledge of the principles underlying State laws and Town ordinances and regulations pertaining to municipal government. Ability to sustain a high degree of concentration for extended periods of time; ability to be decisive in complex policy interpretation in accordance with laws, ordinances, and regulations; ability to apply departmental policy in routine and extraordinary work situations; ability to communicate effectively in both oral and written form; ability to direct and coordinate the work of subordinates; ability to maintain effective communications with the general public and Town officials; manual dexterity required for the efficient use of office equipment such as keyboards, computers and calculators, etc.; able to sit for extended periods of time while at work station or desk.

ACCEPTABLE EXPERIENCE AND TRAINING: Bachelor of Business Administration in Accounting, Finance, or closely related field; Master's degree preferred. Certified Public Accountant (CPA) with governmental accounting practices and experience preferred. The 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.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involve some physical effort i.e., some standing and walking, or frequent light lifting (5-10 lb.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a computer.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires sound perception and discrimination; task requires visual perception and discrimination; task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: Contractual
Exempt
May 10, 2021**