

## City of Covington Job Posting

Recorder / Treasurer

Date: May 9, 2024  
Department: Finance

Grade Number: GR 13  
FLSA Status: Exempt

### **GENERAL PURPOSE**

Performs a variety of complex supervisory, professional, administrative, and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

### **SUPERVISION RECEIVED:**

Works under the general direction of the Mayor and Board of Alderman.

### **SUPERVISION EXERCISED**

Exercises supervision over finance staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations
- Performs budget preparation and execution and assists other departments in the budget process; submits final budget to the State for approval
- Monitors revenue streams and expenditures in all departments to assure sound fiscal control
- Prepares annual budget requests; assures effective and efficient use of budgeted funds, materials, facilities, and time
- Addresses advanced employee pay errors and questions or time clock issues
- Serves as chief financial advisor to the Mayor
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained
- Establishes and maintains records needed for all corporate bonds, fiscal agents, and related redemption ledgers

- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations. Monitors taxation issues
- Monitors collection of Hotel/Motel Occupancy Tax; monitors collection of Liquor by the Drink Tax
- Ensures financial records are maintained in compliance with policies and procedures
- Prepares financial management reports to all departments and Board of Mayor and Aldermen
- Oversees the central computerized financial and management information system of the City
- Oversees the posting and reconciliation of ledgers and accounts
- Oversees grant and loan management for various departments; maintains records and prepares invoices for reimbursement
- Carries out administrative duties for the Board of Mayor and Aldermen and for the City which are not assigned by the charter or code
- Oversees all financial audit preparation and coordinates the audit process; prepares the management and analysis discussion for the audited financial statements
- Develops financial studies and plans; manages the budget and forecasts activities
- Processing of payroll, including the calculation and recording of garnishments; Reviews and monitors Attendance on Demand time clock system entries, requests, and approvals
- Various Purchasing Officer duties (See Chapter 5 in Code)
- Processes all property/liability/workers' compensation insurance bills along with the review of claims from such policies

#### **PERIPHERAL DUTIES**

- Develops finance related ordinances and resolutions
- Attends all city meetings and records, keys, and maintains minutes

#### **REQUIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work

- B. Certified Municipal Finance Officer designation (or able to attain within 24 months of beginning in the role)

Necessary Knowledge, Skills, and Abilities:

- A. Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP), and Governmental Accounting Standards Board (GASB);
- B. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.
- C. Skill in operating the listed tools and equipment

**SPECIAL REQUIREMENTS**

Must be bondable.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software; local government system; 10-key calculator; phone; copy machine; fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands for fine motor operation of tools or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

## **SELECTION GUIDELINES**

Formal application; review of education and experience; interview by appointing authority; reference check; job related test may be required; final selection; pre-employment physical and drug screen. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## **Compensation and Benefits**

The compensation listed in this job description is specific to this position and takes into account a number of variables. This estimated range is based on various factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is: **\$63,710 – \$89,211 annually.**

Benefits include state provided medical, dental, and vision coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement System, 401(K) employee funded account, State of Tennessee Employee Assistance Program, tuition reimbursement, and paid personal and sick leave through service accrual.

## **EEOC Statement**

***The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.***