

# City of Orlanda City Recorder/City Clerk

## GENERAL JOB DESCRIPTION

The Orlanda City Recorder works under and reports to the City Manager. The City Recorder coordinates and supervises all day-to-day activities and operations for the Recorder's office, to include: revenue collection, billing, account reconciliation, document retention and filing, renting city owned facilities, assisting the public, all payroll functions, and handling requests by City Manager and/or Mayor/City Commissioners, and other duties as assigned.

### Job details

#### Salary

\$40,000 - \$46,000 a year

#### Job Type

Full-time

#### Shift and Schedule

8 hour shift

Monday to Friday

## ESSENTIAL FUNCTIONS

Serves as the city's custodian of records, preserves and maintains the official public records of the city, including original copies of ordinances, minutes of board meetings, contracts, title deeds, accident and incident reports, and other official records.

Open and staff City Hall during the posted hours and days and ensure access to the general public.

Ensures that all department operations are performed in compliance with applicable local, state, and federal laws, as well as within Governmental Accounting Standards Board's Generally Accepted Accounting Principles.

Seeks opportunities for employee development and addresses performance issues when necessary.

Attends all meetings of the Board of Mayor and Commissioners, records and maintains minutes, and obtains signatures where required.

Oversees maintenance of records for all revenues, including but not limited to, tax receipts, business licenses, building requests, public records requests, grant writing assistance, etc.

- Sends out annual beer license renewals and ensures all beer vendor licenses are valid and up to date.

- Coordinates posting of meeting notices. Minutes, public hearing notices, and other required announcements in area newspapers and on the city's website

- Ethically and honestly communicate actions, issues and updates to the City Manager, Mayor and City Commissioners.

- Maintain the official municipal code book by recording all city ordinances and ensuring original, signed copies are one file and the code book is updated.
- Work closely with the auditor who performs the city's annual audit, providing all necessary files and documents as requested
- Perform routine financial duties to include reconciling and balancing bank statements, writing checks as prescribed by the city's check writing policies, recording all deposits and ensuring the overall financial oversight of the city's bank accounts.

#### NON-ESSENTIAL FUNCTIONS

Performs related work as required.

#### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- General accounting knowledge and a comprehensive knowledge of the laws, rules and regulations pertaining to GASB accounting principles and to the office of the City Recorder.
- Knowledge of City and department rules, regulations, and procedures.
- Ability to plan and direct the work of subordinates.
- Ability to plan, organize and implement moderately complex research projects independently and effectively.
- Ability to record and deliver information, to explain procedures and policies and to follow verbal and written instructions, guidelines and objectives.
- Ability to establish and maintain an effective working relationship with associates, elected officials, representatives of other agencies and the general public.
- Knowledge and ability to work with computers and software programs that are relevant to the position. Specifically, have moderate to advanced skills in the use of QuickBooks, MS Word and MS Excel. Quickbooks knowledge is critical.
- Capacity to work alone/ unsupervised for extended periods.

Possess a Valid Tennessee Driver's License

#### EDUCATION, TRAINING AND EXPERIENCE QUALIFICATIONS:

Bachelor's degree in Accounting, Finance or related field and/or applicable work experience.

Demonstrated experience in public financial management preferred

Three (3) years of progressively responsible experience in Accounting, Finance, or related field.

Certification as a Certified Municipal Finance Officer (CMFO) through the State of TN or able to acquire within one year.

Any combination of experience and training that provides the required knowledge, skills and abilities.

Willingness to participate in continuing education requirements and/or other training.

**ADA REQUIREMENTS:**

**Physical Requirements** - Physical demand requirements are at levels for those of sedentary work. Must be able to lift and/or carry weights of five to ten pounds and occasionally up to forty pounds; occasional bending, kneeling, stooping and reaching above shoulder level; manual dexterity in the use of fingers, limbs or body to operate office equipment; may involve extended periods of sitting at a keyboard.

**Sensory Requirements** - Tasks require visual perception.

**Ability to commute/relocate:**

Orlinda, TN 37141: Reliably commute or planning to relocate before starting work  
(Required)

**Education:**

High school or equivalent (Preferred)

**License/Certification:**

Certified Public Finance Officer (Preferred)

**Work Location:** In person

**THE CITY OF ORLINDA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS WILL BE CONSIDERED EQUALLY WITHOUT ATTENTION TO RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, OR DISABILITY.**