



# CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.  
Web: [www.knoxvilletn.gov](http://www.knoxvilletn.gov)

3078

## Comptroller

6/11/24

(Entry-level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: \$90,237 annually

PAY GRADE RANGE: \$90,237 - \$144,379 annually (Pay Grade 324)

*The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.*

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. **You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.** If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by **4:30 p.m. on: Friday, July 26<sup>th</sup>, 2024.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [Lpeck@knoxvilletn.gov](mailto:Lpeck@knoxvilletn.gov) before the posting deadline.

### JOB DESCRIPTION: Please See Attached Position Description

#### MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from an accredited four-year college or university with a major in accounting, business administration, finance, or a related field, including a minimum of two basic and two intermediate or advanced accounting courses and nine years of progressively more responsible experience in professional accounting or related field including supervisory experience.

OR

Possession of a Master's Degree from an accredited four-year college or university with a degree in finance, business administration, public administration, or a related field AND four years of progressively more responsible experience in professional accounting or a related field including supervisory experience.

- Must obtain State of Tennessee Certified Municipal Finance Officer certification within 18 months of hire.

#### PREFERRED QUALIFICATIONS

Preference may be given to applicants with supervisory experience.

Certified Public Accountant (CPA)

#### EXAMINATION

The selection process will consist of Training & Experience Questionnaire (100% of final score).

**Note: Background checks will be conducted.**

#### AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

#### POSITION DESCRIPTION

### GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- Training Opportunities

## **GENERAL DESCRIPTION**

Under administrative direction of the Chief Financial Officer/Director of Finance and Accountability, performs professional-level accounting work within the Finance and Accountability Department which includes responsibility for complex accounting/fiscal systems and supervision of professional and technical accounting personnel. This position functions as the Division Chief for the Accounting and Budget Division as per City ordinance.

## **ESSENTIAL FUNCTIONS**

Supervises the preparation of year-end audited financial reports working closely with external auditors (spearheads annual audit process).

Prepares and supervises the preparation of financial statements and budgets.

Conducts long-range planning/forecasting activities related to fiscal management.

Oversees all reporting activities (i.e., standard financial management reports, etc.), as well as Charter and Code mandate responsibilities (i.e., monthly closings, quarterly reports, annual audit, etc.).

Revise or prepare new accounting policies.

Reconciles periodic computerized reports for accuracy and completeness; including revenue and expenditure reports.

Supervises subordinates; monitors, completes performance appraisals, trains, etc.

Supervise Accounting/Budgeting personnel and monitor those functions for proper compliance with federal, state, and local laws.

Supervise Accounts Payable function of the City for proper controls and accuracy of payments to vendors.

Develops, recommends, tests, and/or implements improvements, adaptations, or revisions in accounting systems and procedures.

## **MARGINAL FUNCTIONS**

Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of the principles and practices of supervision.

Knowledge of general governmental accounting principles, procedures, and methodologies.

Knowledge of the proper form and content of financial records, statements, and schedules.

Knowledge of auditing procedures.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of automated accounting systems and financial software

Knowledge of Microsoft Office (Word and Excel)

Knowledge of business mathematics.

Knowledge of legislative procedures in local government.

Knowledge of the principles and techniques of organization and management.

Ability to apply accounting principles and methods to a wide variety of accounting problems.

Ability to analyze financial transactions and make appropriate original and adjusting entries.

Ability to interpret and apply Federal, State, and City fiscal regulations and to apply such to specific situations.

Ability to prepare financial and statistical reports including financial projections.

Ability to establish and maintain effective working relationships with other employees.

Ability to communicate ideas effectively, both orally and in writing.

Ability to exercise professional judgement in evaluating situations and making management decisions.

Ability to maintain records and prepare administrative reports.

## **PHYSICAL REQUIREMENTS**

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

## **MENTAL REQUIREMENTS**

Uses logic and/or scientific thinking to solve a wide range of intellectual and practical problems. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

## **MINIMUM REQUIREMENTS**

Graduation from a CHEA accredited four-year college or university with a major in accounting, business administration, finance, or a related field, including a minimum of two basic and two intermediate or advanced accounting courses and nine years of progressively more responsible experience in professional accounting or related field including supervisory experience.

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