

HIRING NOTICE

The City of Blaine, Tennessee is seeking a qualified person to serve as City Recorder/Certified Municipal Finance Officer. This is a full-time position with great benefits. Our friendly, small-town setting is a great place to work and grow professionally. Among other duties, the CMFO/City Recorder is responsible for the daily financial operation of the city government; must be able to apply accounting principles to municipal finance, reconcile all accounts, and create and maintain a balanced budget. Applicant must be present at all city council meetings, prepare minutes, and preserve minutes, city seal, original ordinances, contracts and all permanent records. Applicant must be able to coordinate these tasks to assure the effective and efficient operation of the city government. Applicant must be able to process court payments using the Courtware system. Qualifications: Graduate or undergraduate degree in accounting or other related field preferred; or a minimum of three years as a professional accountant in a municipal or corporate setting. Applicant must be familiar with Local Government Financial software, Microsoft Word, and Excel or have the ability to learn these programs; Applicant must possess, or have the ability to possess within one (1) year of employment, the Certified Municipal Finance Officer (CMFO) certification from the State of Tennessee, must have the ability to be bonded, and will be subject to a background check. Applications can be obtained at Blaine City Hall and resumes can be submitted to:

Mayor Marvin Braden Blaine City Hall PO Box 85 Blaine, TN 37709;

or send via email to mayor.braden@blainetn.gov. For questions, please call (865)933-1240. The City of Blaine is an equal opportunity employer. We welcome all qualified candidates.