

HELP WANTED CITY RECORDER POSITION

The City of Gleason is looking for applicants to fill the position of City Recorder. The position requires highly responsible administrative and supervisory work in planning and directing financial managements activities of the city. **Responsible for financial and accounting, purchasing and control to include AR, AP, Payroll, taxing and city court.** The applicant should meet the following qualifications:

- Minimum three (3) years' experience in accounting and knowledge of AR, AP, Payroll, GL, and purchasing.
- Must be a CMFO or have the ability to obtain a CMFO certification within two (2) years of employment.
- Must have ability to be bonded.

Compensation is dependent on experience.

Applications can be submitted by the drop box located at Gleason City Hall or mailed to Gleason City Hall, Attn: Mayor Anderson, PO Box 720, Gleason, TN 38229. Applications are also available online at www.gleasononline.com/inside.

The deadline to submit applications is Friday, January 29, 2021.