



## **CLERK-TREASURER'S DEPARTMENT**

### **FINANCIAL COORDINATOR**

The Clerk/Treasurer's Office is seeking a knowledgeable individual to serve as Financial Coordinator. The selected individual will be a detail oriented, self-starter with strong analytical and organizational skills who will work with a wide variety of responsibilities including, but not limited to, providing finance and administrative assistance to the Clerk/Treasurer. Prepare and monitor various financial documents including the City's annual budget, monthly and annual finance statements, tax forms and reports, transfers and appropriation ordinances and resolutions, cash flow balances, purchase orders and expenditures, and other related documentation. Monitor all City Departments accounts by reviewing contracts, budgets, purchase orders, claims, and receipts. Responsible for paying creditors in a timely manner. Must have a thorough knowledge of and ability to use accepted and applicable accounting statutes, codes, principles, and practices; thorough knowledge of local government, purchasing, budgeting, and taxing procedures. Familiarity with computer accounting software, as well as Microsoft applications is highly desirable. A degree in accounting, finance, public administration, business administration, or related field. A Certified Public Accountant (CPA) designation is preferred.

**Submit resume with cover letter of interest, qualifications, and references to:**

**PERSONNEL DIRECTOR**

**EOE #400**

**c/o City of Jasper**

**P.O. Box 29**

**Jasper, IN 47547-0029**

An Equal Employment Opportunity Employer