Job Opening for the City of Mansfield, GA

Job Title: City Treasurer / Accountant

Job Type: Full Time

Job Description / Duties:

* To receive all money due the City Council, including taxes, licenses, fees, and other moneys belonging to the city and pay out the same only upon orders passed by the City Council and signed by the Mayor, or in his absence, the Mayor pro tempore;
* To keep a book of accounts showing all money received on behalf of the city and the source and disposition thereof, which book shall be open for inspection by the public and members of the City Council;
* To maintain a uniform system of accounts and keep such other records and accounts as may be required by statute or ordinance;
* To furnish the City Council with monthly statements detailing all receipts and payments of funds for the quarter;
* To enforce all laws of Georgia relating to the collection of delinquent taxes and sale or foreclosure for nonpayment of taxes to the city.
* Responsible for managing, reconciling and balancing all city accounts with Black Mountain Municipal Accounting Software.
* Responsible for quarterly reporting on the financial standing of the city to the city council.

Job Requirements / Qualifications

* Associate’s Degree in Finance, Accounting or Business Administration
* Minimum of 5 years of experience in a financial management capacity of a government entity.
* Experience with municipal financial management and fiscal policies
* Experience with municipal accounting software.
* Flexible schedule to work evenings and weekends as needed.

Salary Range:

* 40K to 50K

Send resumes to:

Jefferson Riley

Interim Mayor

Jefferson@mansfieldga.com