



City of Elba, Alabama

200 Buford Street
Elba, Alabama 36323
(334) 897-2333

Tom Maddox
Mayor

Sally Bane
City Clerk

JOB TITLE: Assistant City Clerk/Bookkeeper

OPENING DATE: Immediately

CLOSING DATE: Until filled

JOB SUMMARY: This is a highly responsible supervisory and functional position. The incumbent will perform duties as the City Clerk in that individual's absence. The incumbent will also perform professional level bookkeeping and accounting functions for the City. This position entails performing a variety of assigned accounting tasks in the operation of an established accounting system to include the maintenance of moderately complex accounting records, internal auditing and tracing of financial records for accuracy and conformance with established accounting practices and analyzing certain financial records, statements or reports as required.

QUALIFICATIONS:

1. Considerable knowledge of the theory, principles, methods and practices of generally accepted and commonly used accounting and auditing systems.
2. Ability to perform, analyze and interpret financial and accounting records and to prepare accurate, complete and timely financial reports and statements.
3. Ability to establish and maintain harmonious working relationships with superiors, co-workers, elected officials and persons outside the city.
4. Preferred associate's degree or higher in accounting.

SALARY: Based on experience and qualifications.

BENEFITS: The City of Elba offers BC BS Health and Dental Insurance, State Retirement, paid vacation, sick leave and holidays.

HOW DO I APPLY? Applications are available at Elba City Hall, 200 Buford Street, Elba, AL 36323 or on-line at www.elbaal.gov. All applications should be returned to Elba City Hall.

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