



City of Elba, Alabama

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

Tom Maddox
Mayor

Sally Bane
City Clerk

Felisa Cole
Asst. 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 including 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.

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 online at www.elbaal.gov. All applications should be returned to Elba City Hall or emailed to sbane@elbaal.gov

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