



CITY CLERK/FINANCE OFFICER

Salary: \$46,000–\$60,000 annually, depending on qualifications and experience

Status: Full-time

Reports to: City Manager

Position Summary

The City of Brooklet is seeking a qualified professional to serve as City Clerk/Finance Officer. This position serves as the City's official records custodian and principal financial administrator, with responsibility for municipal finance, human-resources administration, payroll coordination, property-tax administration, Council records and elections. **Must have a strong background in bookkeeping or accounting.**

The successful candidate must demonstrate sound judgment, financial accuracy, confidentiality and a strong commitment to public service.

Primary Responsibilities

- Prepare City Council agendas, meeting packets and official minutes.
- Maintain ordinances, resolutions, contracts and other official records.
- Coordinate open-records requests and records-retention requirements.
- Administer accounts payable and prepare payment registers.
- Maintain the general ledger and supporting financial documentation.
- Prepare journal entries and monthly financial reports.
- Complete monthly bank reconciliations.
- Assist with annual budget preparation and expenditure monitoring.
- Coordinate the annual audit and respond to auditor requests.
- Maintain grant, capital-project and restricted-fund records.
- Reconcile utility, permit, license and other collections.
- Coordinate property-tax billing, collections and delinquent accounts.
- Maintain personnel, benefits, leave and training records.
- Coordinate employee onboarding and separation documentation.
- Serve as liaison with the City's outsourced payroll provider.
- Review payroll reports and submit them to the City Manager for authorization.
- Serve as Election Superintendent, subject to Council appointment.
- Coordinate candidate qualifying, election notices, poll workers and election reporting.
- Provide administrative oversight and cross-training for assigned City Hall employees

Minimum Qualifications

- **Bachelor's degree is preferred** / associate degree in accounting, finance, business, public administration or a related field; relevant professional experience may substitute for education.
- Experience in accounting, bookkeeping, governmental finance or municipal administration.
- Knowledge of accounts payable, general-ledger accounting, bank reconciliations and financial reporting.
- Strong written communication, organization and recordkeeping skills.
- Ability to maintain confidential personnel and financial information.
- Ability to obtain required municipal clerk and election certifications.

Preferred Qualifications

- Experience with QS1 governmental accounting software or a comparable municipal financial-management system.
- Previous Georgia municipal government experience.
- Governmental accounting, audit preparation or budget experience.
- Georgia Certified Municipal Clerk certification or progress toward certification.
- Experience administering municipal elections.

Application Process

Applicants should submit a résumé, cover letter and at least three professional references to:

City Manager Lonnie Adamson

lonnie.adamson@brookletga.us

City of Brooklet (912-842-2137)

104 Church Street

Brooklet, Georgia 30415

Applications may be delivered to Brooklet City Hall during regular business hours, Monday through Friday, 8:00 a.m.–4:00 p.m.

The position will remain open until filled, and applications will be reviewed as received. The City of Brooklet may conduct background, reference and credential checks before employment.

The City of Brooklet is an equal-opportunity employer.

City of Brooklet... A Great Place to Live!