



FINANCE DIRECTOR

The City of Jennings is accepting applications for the position of Finance Director. The position is responsible for planning, directing and coordinating the operations of the Finance Department. Duties include supervising the Accounts Payables Accounting Clerks, which includes the supervision of accounts receivables, recording and monitoring revenue from all sources, maintaining bank accounts and investments, accounts payable and signing checks; administering the payroll process; preparing monthly reports, annual budget preparation and amendments when needed; issuing and overseeing business and liquor licenses; collecting taxes, fees and other receipts. This position works closely with the Mayor, City Council, City Auditors and other departments in a wide variety of city operations. Must be available to attend City Council and committee meetings.

Minimum qualifications include a bachelor's in accounting and/or finance and three years of experience in municipal finance, or an equivalent combination of education and experience, with excellent oral and written communication skills. Applicant must be bondable. Starting salary \$53,226.00 (GS-22)

Application available at Jennings City Hall or online at www.cityofjennings.org
NO RESUMES ACCEPTED WITHOUT COMPLETION OF OUR APPLICATION!
Completed applications may be delivered to City Hall, mailed, emailed to jobs@cityofjennings.org or faxed to 314-388-3999. Applications accepted until filled.