



Position Available: City Clerk/Finance Officer

The City of Oxford is accepting applications for the position of City Clerk/Finance Officer in the Administrative Department with a starting annual salary within the range of \$65,000 and \$85,000. Qualified applicants may apply via our website by downloading an application packet at www.oxfordgeorgia.org or you may apply in person at the City of Oxford, 110 W. Clark Steet, Oxford, GA 30054. The City of Oxford offers a comprehensive benefits package including paid holidays, sick and vacation leave, health, dental, vision and life insurance coverage, short- and long-term disability coverage, and a defined contribution retirement plan with employer match opportunities.

A criminal history record check and drug screening will be conducted on the selected applicant.

This position will remain open until it is filled. The City of Oxford is an Equal Opportunity Employer.

Minimum Qualifications: Knowledge and level of competency commonly associated with the completion of a bachelor's degree in a course of study related to public administration, accounting, finance, business administration, or a closely related field. Knowledge of governmental accounting and municipal elections is desirable.

This position has direct supervision over the Deputy City Clerk, one Accounting Specialist, and three Associate Clerks, Clerks and therefore requires three to five years of related management experience. This position is responsible for managing and supervising the receipt and disbursement of all municipal funds, serving as custodian of all legal documents for the city and the city seal, managing and supervising the activities of the Oxford Municipal Court, serving as Elections Superintendent, and acting as Clerk to the Mayor and Council.

The City Clerk works directly with the Mayor and Council, City Manager, and Department Heads. The City Clerk reports to the City Manager.

For a complete list of job responsibilities and application you may view our website at <https://www.oxfordgeorgia.org>. For questions regarding the position, please contact Bill Andrew, City Manager, at bandrew@oxfordgeorgia.org.