

NON-CIVIL SERVICE ANNOUNCEMENT
METROPOLITAN GOVERNMENT OF NASHVILLE
HUMAN RESOURCES RECRUITMENT CENTER
****EQUAL OPPORTUNITY EMPLOYER****
(615) 862-6640

APPLICANTS ARE ENCOURAGED TO APPLY BY: May 19th, 2017

Office Manager – Part Time

ST09

Salary: 21,041.44

Position Description: Responsible for general office duties, preparation of payroll, assistance with the preparation of budgets, and responsible for the processing and payment of purchases.

Education and Experience: The candidate will have at least 5 years related job experience.

Specific Job Responsibilities include:

- Preparation of payroll
- Assistance with preparation of budget
- Processing and payment of purchases
- Monitoring of expenses to keep within budget
- Preparation of budget reports
- Managing petty cash account

Preferred Knowledge/Skills/Abilities:

- Must be efficient
- Must possess good verbal and written communication skills
- Must be proficient with the Microsoft Office suite
- Must have previous Office Management experience

TO APPLY

**Email resume and cover letter to:
JIS.Applicants@nashville.gov**

*In Compliance with Tennessee Law, all applications are subject to Public Disclosure
Background checks will be conducted for JIS positions*



Requests for ADA accommodation should be directed to:

Nathalie Stiers, Phone: (615) 862-6195