

Clerk/Treasurer Enterprise, Alabama

The City of Enterprise, located 30 miles west of Dothan, Alabama is seeking highly qualified candidates for the position of Clerk/Treasurer. Enterprise is ranked as one of the safest cities in Alabama and has a population of approximately 28,000 with a median household income of \$63,036. It ranked 17th nationally in rising middle class and has a City school system that is rated as one of the top 10 in Alabama by the Niche Report. Enterprise is a gateway city to Fort Rucker, the primary training base for helicopter pilot training. The growth and quality of life in Enterprise has a long history of being positively impacted by Army aviation.

The Clerk/Treasurer serves as one of the highest ranked appointed administrative officer of the City and is appointed by majority vote of the Mayor and Council. The Clerk/Treasurer is responsible for all financial activities of the City, recording and maintaining all official records of the City, and conducting City elections. The position has a history of stability with the previous Clerk/Treasurer serving over 20 years before retiring.

Minimum qualifications of the new Clerk/Treasurer include a bachelor's degree in public administration, business administration, public finance, accounting or related degree; five years of upper level local government or business management experience. Governmental finance or accounting experience in a local government of similar size and complexity to Enterprise is highly desired. The successful candidate must demonstrate a high level of understanding of governmental budgeting, finance, and investment/management of public funds; knowledge of governmental accounting and finance best practices that ensure proper fund management and leads to efficient use of financial resources. Knowledge of best practices for maintaining, tracking, safekeeping, and researching official records and documents of the City is also an important requirement.

The starting salary for the new Clerk/Treasurer will be based upon the qualifications and experience of the selected candidate; starting salary is expected to be in the range of \$110,000- \$135,000. The City offers a comprehensive benefit package which includes medical, dental, and vision insurance; life insurance; short and long-term disability insurance; Excellent retirement benefit options are available which the City makes a contribution. A reasonable relocation allowance will be provided to the selected candidate.

Qualified applicants must submit a cover letter, resume, four job related references, and salary history (email submittals recommended) **NLT 5:00 p.m. (ET), Sept. 25, 2017** to:

Alan Reddish, Senior Vice President
The Mercer Group, Inc.
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