

CITY OF CROSSVILLE  
392 North Main Street  
Crossville, Tennessee 38555~4275  
Tel (931) 456-5680  
FAX (931) 484~7713

Office of the City Clerk

**May 8, 2025**

To Whom It May Concern:

The Sports Authority of the City of Crossville is soliciting proposals for a Bookkeeper or CPA. The following page has the description and responsibilities of the job. If you are interested in submitting a proposal, please mail in or drop off a **sealed proposal** to:

Sports Authority c/o PROPOSAL

392 North Main Street

Crossville, TN 38555

The deadline to submit a proposal is **May 27, 2025 at 2 p.m.** You are not required to submit a proposal. This is simply an invitation to do so.

For any questions or concerns, please reach out to [baylee.rhea@crossvilletn.gov](mailto:baylee.rhea@crossvilletn.gov).

Baylee Rhea

City Clerk

## **BOOKKEEPER DESCRIPTION AND RESPONSIBILITIES**

### **GENERAL SUMMARY OF OVERALL RESPONSIBILITIES**

- Responsible for the receipt, custody, and disbursement of Sports Authority funds
- Responsible for financial reporting to internal/external parties.
- Conducts analyses and prepares reports to provide understanding of budgets, costs, etc.
- Discusses and advises the Sports Authority Board of Directors on various financial matters.
- Prepares related statements, summaries, analyses, and reports.
- Keeps abreast of developments in the financial field as related to governments.
- Attends Sports Authority Board meetings and presents/discusses financial activities as required.
- After initial setup and recording of all previous transactions, this position would require about ten hours a month.

### **KNOWLEDGE AND ABILITIES**

- Requires fundamental knowledge of principles and practices in accounting/finance and knowledge of appropriate laws and regulations. This would include an understanding of governmental accounting.
- Requires detailed knowledge of Sports Authority financial policies and procedures.
- Requires demonstrated analytical and numerical skills.
- Requires effective communication skills.
- Requires an understanding of consolidation accounting.