

RESOLUTION NO. 52-2021

**A RESOLUTION TO APPROVE THE JOB DESCRIPTION FOR PAYROLL
ACCOUNTING ASSISTANT**

WHEREAS Article VIII of the Charter of the City of Manchester establishes certain administrative powers and duties; and

WHEREAS the Finance Department proposes to create a new position, Payroll Accounting Assistant, the description of which is attached as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF MANCHESTER, TENNESSEE that the position of Payroll Accounting Assistant is created and the job description attached as Exhibit "A" is adopted for the position.

Resolved this 2 day of November 2021.

Marilyn Howard, Mayor

Bridget Anderson, Finance Director