

FINANCE DIRECTOR/RECORDER

The Town of Signal Mountain is seeking applications for the position of Finance Director. The successful candidate must have a bachelor's degree in business administration, accounting or finance. MBA, CPA or CMFO designation is desirable. A minimum of three years of increasingly responsible experience in government finance; or any combination of education, training and experience providing the necessary knowledge, skills and abilities to perform the essential functions. Salary: DOQ plus excellent benefits. A complete job description and application are available at the Town Hall or www.signalmountaintn.gov. Submit application, cover letter, and resume to: Honna Rogers, Town Manager, 1111 Ridgeway Ave, Signal Mountain, TN 37377. Position open until filled. The Town of Signal Mountain is an EEOC employer.

Town of Signal Mountain Position Description

Title: Finance Director/Recorder
Division/Department: Finance Administration

Purpose:

The Recorder is responsible for maintaining the Town Code, maintaining the Town Seal, and ensuring accurate documentation of Town government activity, through the support of and recording of Town Council meetings and various citizens' committees and commissions, and the management of public records and archives.

The Finance Director functions as the Town treasurer and is responsible for providing technical expertise and supervision of the Town's financial and operational activities, including accounting, budgeting, paying Town vendors and employees, assessing and collecting taxes, fees, and charges, and coordinating the annual financial audit. Employee also directs and supervises clerical staff of the Judicial Department and is responsible for the Town's insurance programs.

This combined position is under the supervision of the Town Manager.

Fair Labor Standards Act Service:

Exempt.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position nor does every position allocated to the job necessarily perform every duty listed.

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Attend all Town Council meetings and work sessions, or delegate attendance in absence, to assure recording of proceedings for transcription by Administrative Staff Assistant.

Review and edit Town Council minutes, recollections and transcripts for accuracy before submission to Council for approval and entry into permanent record.

Serve as custodian of official records and archive town records including codes, ordinances, resolutions, contracts, agreements, deeds, reports, elections, and claims against the town. Receive and certify official documents.

Maintain up-to-date town codes, properly indexed and referenced; research town files, documents, archives, and other materials to provide information to general public and Town departments.

Certify official town documents as to authenticity for staff, other jurisdictions or citizens, with appropriate verification; attest to Town Manager and/or Council's official signatures on official documents and apply the Town Seal as necessary.

Serve as town treasurer to collect or supervise the collection of taxes, customer fees and all other revenue and disbursements, including payment of town employees and vendors in a timely and accurate manner.

Direct and supervise Finance Department staff and the clerical staff of the Judicial Department, selecting or recommending selection; organizing, assigning and evaluating work; training, motivating, counseling, and recommending termination.

Write comprehensive job description for any new position or change in an existing position to submit to Town Manager for review and/or recommendation to the Town Council for approval.

Maintain all types of insurance coverage, including risk management program concerning general liability, automotive, and property coverage, and personnel benefit programs.

Review town's daily bank balances and if needed, recommend appropriate transfer authorization; initiate appropriate actions to pay town's debt service on outstanding bond issues; and, approve all payment requests. Prepare and have general oversight of bids for purchases over \$1500.

Coordinate the annual financial audit; oversee the preparation of detailed accounting schedules and other reports; reconcile monthly accounts; develop fiscal impact statements for other departments when preparing complicated financial transactions for Town Council approval.

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Assist the Town Manager and various department heads with grant applications, monitor grant progress; ascertain that grant funds received are accurate and timely; undertake accounting and record keeping.

Interface with other town departments, Town Council, town organizations, other local, state, and federal agencies and citizens. Receive inquiries from citizens, employees, vendors, Town Council members, etc., and respond or delegate response to appropriate staff.

Assist Town Manager with purchasing; assist in preparing and advertising bids and requests for proposals.

Assist Town Manager with budget preparation.

Prepare for and make presentations when necessary.

Assist in basic accounting processes; perform other duties as necessary.

Required Knowledge, Skills and Abilities:

Knowledge of the laws, rules, regulations, town ordinances, State and Federal laws especially those pertaining to the office of the Recorder, the Court and the Town Council as well as purchasing and/or bid requirements in accordance with State and Federal regulations.

Knowledge of the principles and application of modern municipal accounting, budgeting and finances as well as office procedures.

Knowledge of the Town's data processing equipment and accounting software.

Ability to establish and maintain effective working relationship with public, subordinates and other employees and interact with the public and media in a variety of situations.

Equipment:

Computer, fax, copiers, scanner, recording equipment.

Educational Experience:

Minimum Bachelor's degree in business administration, public administration, accounting, or finance; previous experience and/or training that includes governmental financial management, with supervisory experience; records management experience or management certification; or an equivalent combination of education, training and experience.

Experience Required:

At least three (3) years.

Problem Solving Requirements:

Solve a wide range of complex, multi-disciplinary problems, which require long-term organization-wide planning.

Writing Skills Required:

Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Negotiate with outsiders in sensitive and complex situations.

Job Related Communication:

Within the department—daily

With employees in other departments—daily

With employees in other organizations—daily

With the public—daily

Planning and Scheduling:

Significant—a relatively large part of the job is planning/scheduling activities for others and self.

Difficulty of Work:

Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures. Some standardized tasks may be required.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objective.

Effect of Work Errors:

Significant. Errors may cause delays in work or losses in revenue or expenditures and unjustified work time.

Supervisory or Management Responsibilities:

Supervise approximately three non-supervisory employees.

Working conditions:

On average 20 percent standing, 30 percent walking, and 50 percent sitting.

Approximately 0-20 lbs. may be required for lifting.

Lifting frequency—some
Bending—some
Pushing and/pulling loads
Reaching over head—some
Kneeling—some
Crawling—none
Climbing ladders—none

Mental/Visual Effort:

Typing/CRT—very frequent
Attention to detail—very frequent
Monitoring equipment—some
Detailed inspection—very frequent
Transcription/proofreading—frequent

Adverse Conditions:

Exposure to temperature extremes—none
Dangerous equipment—none
Chemicals—none
Noise—none
Physical effort/risk—none