

[City of Red Bank]

Job Title: Chief Finance Officer (CFO)

The City of Red Bank has an immediate opening for a Chief Finance Officer. This is a full-time position that is responsible for developing, maintaining, and implementing financial plans and control systems for the City; responsible for the receipt, custody, and disbursement of City funds; and, responsible for financial reporting to internal/external agencies.

JOB OVERVIEW

The right candidate will achieve by:

- Demonstrating the ability to follow directions.
- Demonstrating an ability to perform tasks with minimal supervision.
- Demonstrating fundamental knowledge of principles and practices in accounting/finance and knowledge of appropriate laws and procedures.
- Demonstrating analytical, numerical, and interpersonal skills.

Supervision Received: The employee works under the general supervision of the Director of Administration.

Supervision Exercised: None.

Salary and Benefits:

(G11) \$80K-\$86K annually - Day Shift M-F 8:30a-4:30p + excellent benefits.

Applications will be accepted through Tuesday, May 21, 2024 at 12:00 p.m. Applications and job descriptions are available at Red Bank City Hall, 3105 Dayton Boulevard, Red Bank, TN or on our website at www.redbanktn.gov.

Applicants must have a valid phone number. *Applicants will be notified by phone for information on testing and interview times/dates.* Documentation is **required** for any training, education, certifications, or licenses listed on the application.

To be eligible to apply, applicants MUST:

- Be at least eighteen (18) years of age.
- Be a high school graduate or equivalent.
- Be a citizen of the United States.
- Valid Driver's License.
- Not have been convicted of, or plead guilty to, or entered a plea of nolo contendere to any felon charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances.
- Not have been released or discharged under anything other than an honorable discharge from any armed forces of the United States.

After having met the above requirements, candidates must successfully complete the following:

- Oral interview board composed of a combination of departmental members.
- A comprehensive background check, including but not limited to, criminal, financial, and personal history.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

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 omission of specific statements of duties does not exclude those statements from the position if the work is similar, related, or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

- Responsible for the design and development of financial systems, processes, procedures, and practices.
- Responsible for the implementation of financial plans and activities.
- Responsible for the development/implementation of the City's annual budget including capital improvement plans, and short- and long-range plans.
- Prepares annual budgets for each department and systematically monitors expenditures.
- Responsible for reconciliation of bank statements, credit card/P-Card statements, and maintaining proper accounting files.
- Maintains integrity of financial records for audits and historical reviews.
- Analyzes and consolidates financial information and prepares reports.
- Advises the City Manager, department heads, and City Commission on various financial matters.
- Keeps abreast of developments in the financial field as related to governments.
- Attends conferences, meetings, trainings, and continuing education as required.
- Attends City Commission meetings, work sessions, and retreats to present/discuss financial activities.
- Review the City's daily bank balances and if needed, recommend appropriate transfer authorization.
- Coordinate the annual financial audit and work with the auditors to comply with all requested documentation.
- Assist the City Manager and various department heads with grant applications, monitor grant progress; ascertain that grant funds received are accurate and timely; and undertake accounting and record keeping.
- Communicate effectively with other City departments, City Commission, City organizations, other local, state, and federal agencies, and citizens.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires fundamental knowledge of principles and practices in accounting/finance and knowledge of appropriate laws and regulations.
- Requires detailed knowledge of municipal programs, administrative and financial policies, and procedures.
- Ability to analyze financial trends and needs of the organization based on finance data.
- Requires demonstrated analytical, numerical, and interpersonal skills.
- Ability to obtain and maintain required certifications, licenses, and continuing education to effectively perform functions of municipal finance director.
- Requires an understanding of governmental accounting.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records.
- Ability to establish and maintain an effective working relationship with the Mayor, City Commission, City Manager, other employees, and the public.
- Ability to establish a high-functioning relationship with the Hamilton County Trustee's Office, Tennessee Comptroller of the Treasury's Office, the City's banking institution(s), and the Municipal Advisor.

- Ability to use advanced Accounting Software.

EQUIPMENT

Major Equipment and computer systems used to handle or perform this job:

- Computer
 - Excel
 - Adobe
 - Powerpoint
- Calculator
- NextGen
- Telephone
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DESIRED MINIMUM QUALIFICATIONS

- Valid state driver's license.
- Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

EXPERIENCE REQUIREMENTS

Any combination of training and experience equivalent to the following can be reviewed by the Human Resources Director and approved at the discretion of the City Manager.

- Must hold a CMFO certification or obtain the certification within two (2) years of the date of hire, as required by the State of Tennessee, or be exempted from the certification as noted in T.C.A. 6-56-405.
- B.S. in Accounting, Finance, or a closely related field is required, OR a minimum of two (2) years in a progressively responsible position in a field of finance.
 - *Highly preferred education and experience would include:*
 - M.S. degree
 - C.P.A.
 - Certified Government Finance Officer designation
 - Five (5) years in a progressively responsible managerial position in financial management of a public sector
 - Experience working with other municipalities in accounting/finance

WRITING SKILLS REQUIRED

- Complete forms using words and numbers, etc.

SPEAKING/PRESENTATION SKILLS REQUIRED

- The CFO must be able to communicate with the public, all city employees, and the Commissioners

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Red Bank is an Equal Employment Opportunity Employer.

Apply instructions:

Please submit application and resume via our [website](#) or email to tperry@redbanktn.gov.

Applications may also be submitted via mail in an envelope marked “**Chief Finance Officer**” to:

City of Red Bank
Attn: Human Resources
3105 Dayton Blvd.
Chattanooga, TN 37415