

CITY OF BARTLETT

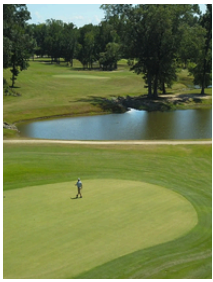
DIRECTOR OF FINANCE



Bartlett

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THE COMMERCIAL APPEAL

DIRECTOR OF FINANCE



CITY OF BARTLETT

The City of Bartlett, Tennessee, is seeking a highly skilled and forward-thinking Municipal Finance Director to join our leadership team. This executive position is appointed by the Board of Mayor and Aldermen and reports directly to the Mayor and Chief Administrative Officer. The Finance Director plays a critical role in safeguarding the City's strong fiscal health and shaping its long-term financial future.

The Finance Director provides executive leadership, strategic direction, and oversight for all financial operations of the City. This includes developing and administering the annual budget, establishing financial policies and procedures, and leading both short-term and long-term financial planning efforts. The Director is responsible for managing the City's investment programs, overseeing municipal debt issuances, and ensuring full compliance with governmental accounting standards. In addition, the Finance Director supervises the finance, payroll, and accounts payable teams, as well as the water billing operations staff. The position oversees all financial reporting functions and is charged with safeguarding City assets through strong internal controls and sound financial practices. This role requires a leader who can provide clear, accurate, and timely financial information to City leadership while maintaining the highest standards of accountability and transparency.

The ideal candidate is a technically proficient finance professional who also brings a strategic, people-centered leadership style. This individual will be committed to developing staff, strengthening the department, and fostering a culture of continuous improvement. The City is seeking someone who values innovation and actively looks for opportunities to enhance financial operations and public service delivery. This person thrives in a collaborative, team-oriented environment and understands the importance of customer service in municipal operations. Above all, the successful candidate will be a hands-on leader with proven expertise in accounting, budgeting, and municipal finance.

The selected candidate will participate in a structured onboarding period designed to ensure a smooth and well-supported transition into the role. This onboarding period provides valuable institutional insight, historical context, and exposure to key financial processes. It also allows the incoming Director to build strong relationships with staff, leadership, and community partners before assuming full responsibility for all departmental operations. This thoughtful transition approach reflects the City's commitment to continuity, stability, and long-term success.

Why Bartlett?

Located in Shelby County just northeast of Memphis, Bartlett is one of Tennessee's most desirable suburban communities. With a population of approximately 57,816 residents, Bartlett is known for its strong and diverse business community, high-quality schools, abundant parks and recreational amenities, and safe, family-friendly environment. The City offers a high standard of living, exceptional community pride, and a reputation for being financially strong and well-managed. This role offers the opportunity to lead a talented team, shape the City's financial future, and contribute to a thriving, growing community.

Compensation and Benefits Overview

The City offers a highly competitive compensation package designed to attract and retain exceptional leadership talent.

Salary Range

- \$131,741 – \$160,269 annually

Vehicle Allowance

- \$500 per month

Comprehensive Benefits Package

The City provides a robust suite of benefits that support employee well-being, financial security, and work-life balance, including:

- Health Insurance:
 - 20–80% employee/employer-paid coverage
 - Options available for family coverage
- On-Site Health Clinic & Pharmacy:
 - Employer-provided access for convenient, low-cost care
- Paid Time Off:
 - Thirteen paid holidays
 - Two floating holidays
 - Vacation leave
 - Sick leave
- Retirement Benefits:
 - Defined benefit cash balance plan
 - City contributes 7%, employee matches 7%
 - City guarantees a 5% return
 - After 10 years of service, the City increases its contribution to 10%
 - Optional 457 deferred compensation plan available



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Duties and Responsibilities

- Lead and oversee all financial operations, ensuring compliance with governmental accounting standards. Supervise, mentor, and evaluate Finance Department staff, fostering a productive and collaborative team environment.
- Manage the City's budgeting process, revenue projections, and financial reporting to federal, state, and other governing entities.
- Oversee the investment of City funds, banking operations, and municipal bond issuances, ensuring the City maintains its AAA bond rating from Standard & Poor's rating agency and Aa1 bond rating with Moody's rating agency.
- Ensure strong internal control practices to protect City assets and prevent fraud.
- Coordinate and oversee the annual financial audit and the preparation of the Annual Comprehensive Financial Report for the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Manage City-issued purchasing card program, operation of banking accounts, and fixed asset reporting.
- Present financial reports, resolutions, and recommendations at public meetings, effectively communicating complex financial matters to officials and residents.
- Stay updated on government financial best practices, regulations, and financial trends.

Minimum Training and Experience Required

- Bachelor's degree in Accounting, Finance, or a closely related field. CPA or advanced degree preferred. Certified Municipal Finance Officer (CMFO) designation is required and will be considered in lieu of a CPA.
- Eight years of progressively responsible experience in governmental accounting, auditing, or financial management.
- Experience in a supervisory role overseeing accounting functions and personnel.
- Previous experience as a Finance Director, Assistant Finance Director, or an equivalent leadership role in local government is preferred.

Special Requirements

- Candidates must possess and maintain a valid driver's license as a condition of continued employment.
- Candidates must successfully complete all required pre-employment screenings.

AN EQUAL OPPORTUNITY EMPLOYER

We are committed to fostering an inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. We participate in E-Verify to confirm employment eligibility.