

Now Hiring: City Recorder/Finance Director – Town of Bruceton

The Town of Bruceton is seeking a dedicated and experienced professional to serve as our next **City Recorder/Finance Director**. This appointed position reports directly to the Mayor and plays a vital leadership role in maintaining Bruceton's fiscal strength, regulatory compliance, and daily municipal operations.

Position Summary

A dynamic leadership role encompassing **Water Department Administration and Billing, Codes Enforcement**, and **full-cycle Accounts Payable and Receivable**. In addition to serving as the Town's chief financial officer, this position oversees financial planning, administrative oversight, and interdepartmental coordination.

Responsibilities Include:

- **Financial Management:**
 - Oversee accounting, budgeting, payroll, and financial reporting
 - Ensure accuracy, transparency, and legal compliance in all fiscal matters
 - Guide short- and long-term financial planning
 - Process payments and revenue collections in accordance with state and local policies
 - Prepare audit-ready documentation and track expenditures
 - Advise the Mayor and Board of Aldermen on budgets, audits, and policy matters
- **Accounts Payable & Receivable**
- **Administrative Leadership:**
 - Supervise staff and lead the Administration Department
 - Coordinate day-to-day Town Hall operations and interdepartmental workflows
- **Utility & Billing Oversight:**
 - Administer Water Department billing; ensure timely collections and address customer service issues
- **Codes Enforcement:**
 - Enforce local ordinances related to zoning, maintenance, and public safety
 - Conduct inspections and engage residents to support compliance

Ideal Candidate Profile:

- Strong background in municipal finance and administration
- Familiarity with governmental accounting systems and software
- CPA or Certified Municipal Finance Officer (CMFO) preferred
- At least 5 years of management experience in a public sector or related role
- Must obtain certification as City Recorder and CMFO within 2 years of hire

Compensation & Benefits:

Compensation based on experience. The Town of Bruceton offers a comprehensive benefits package including:

- State of Tennessee Medical Insurance
- TCRS Retirement Program
- Employer-paid Life Insurance
- Paid Vacation and Sick Leave package

How to Apply:

Applications are available at **Bruceton City Hall** or online at www.townofbrucetontn.org. For more information, contact cityrecorder@townofbrucetontn.org.

The Town of Bruceton is a Title VI/Equal Opportunity Employer.