

Assistant Finance Director/City Treasurer

Brentwood Finance Department

Starting salary range: \$119,917 – \$131,909 depending on qualifications and experience.

Up to 5% salary increase after successful completion of six-month probationary period.

Up to \$2000 annual Transportation Supplement (paid over 26 pay periods)

The City of Brentwood is seeking a dynamic and innovative finance professional to serve as Assistant Finance Director/City Treasurer. This opportunity arises from the retirement of the Finance Director and the promotion of the former Assistant Finance Director, reflecting the City's commitment to succession planning.

This position works closely with the Finance Director and will play a vital role in maintaining the City's fiscal integrity, transparency, and long-term sustainability through sound governmental accounting practices, budget development, and financial reporting in compliance with Generally Accepted Accounting Principles (GAAP) and all applicable local, state, and federal regulations.

The City of Brentwood, located in scenic Williamson County, is considered one of the most desirable suburban communities in Tennessee. Known for its strong business community, quality schools, abundant recreational activities, and high standard of living, Brentwood sits just south of Nashville and serves a population of approximately 46,000 residents.

The Finance Department plays a vital role in supporting City operations and services through responsible stewardship of public funds, collaborative partnerships with departments, and a culture that values professionalism, continuous improvement, and teamwork. The City of Brentwood is proud to maintain Aaa/AAA bond ratings from Moody's Investors Service and Standard & Poor's, reflecting historically strong financial management, sizeable reserves, a diverse tax base, and low overall debt burden.

<<Insert "Why Brentwood" Recruitment Video Here>>

Key Functions and Responsibilities:

- Supervises and directs assigned staff, including providing performance feedback and approving timesheets and leave.
- Directs accounting operations including general ledger and chart of accounts.
- Oversees collection of City revenues and approves disbursements.

- Coordinates investment activities including cash management banking and preparation of investment reports.
- Assists with issuance, reporting, and compliance for debt obligations.
- Leads annual financial statement audit process, including preparation of the Annual Comprehensive Financial Report (ACFR) and ECD audited financial statements.
- Assists with development, implementation, and monitoring of the annual operating budget and Capital Improvements Program (CIP).
- Establishes and maintains effective internal controls, financial policies, and procedures.
- Oversees capital asset accounting and supports grant monitoring, reporting, and compliance.
- Utilizes enterprise resource planning (ERP) systems, financial software, and Excel to improve automation, efficiency, and productivity.
- Serves as Acting Finance Director as needed.

The ideal candidate:

- Is a forward-thinking, collaborative finance professional.
- Demonstrates strong technical competency in governmental finance systems, financial analysis, and reporting tools.
- Applies innovative approaches to enhance financial operations, automation, and efficiency.
- Values strong internal controls and sound financial stewardship.
- Uses data and financial analysis to support strategic, informed decision-making.
- Has a proven ability to lead, mentor, and develop staff.
- Communicates clearly and effectively with internal and external stakeholders.

Qualifications:

- Bachelor's degree in accounting, finance, or closely related field
- Minimum 3-5 years of experience in local governmental accounting, auditing, or related areas (or equivalent combination of education and experience)
- Prior supervisory or management experience required (preferably in local government)
- CMFO certification required or ability to obtain within 18 months
- Tennessee CPA license preferred or ability to obtain within 18 months
- Working knowledge of GAAP standards
- Proficiency in ERP systems, financial software, and Microsoft Office, especially Excel.

Benefits

- Transportation Supplement
- Paid Holidays

- Vacation Leave
- Sick Leave
- Attendance Bonus
- Longevity Bonus
- Group Health & Life Insurance
 - 1. Medical
 - 2. Vision
 - 3. Dental
 - 4. Life and AD&D
- Short-Term Disability
- Long-Term Disability
- Retirement (Pension) Program
- Deferred Compensation
- Tuition Reimbursement Program
- YMCA Membership
- Bank/Credit Union Membership
- Library Membership
- Employee Assistance Program

The City of Brentwood is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Apply and view full job post here:

<https://www.governmentjobs.com/careers/brentwoodtn/jobs/5226782/assistant-finance-director-city-treasurer>

For more information contact Julie Wilson, Finance Director, at julie.wilson@brentwoodtn.gov or (615) 371-0060.