

City of Manchester
Job Description

Job Title: Finance Director
Department: Finance
Reports to: Mayor and Board of Mayor and Alderman
FLSA Status: Exempt
Prepared by: Mayor Howard Prepared
Date: 1/29/2024
Approved By: BOMA
Approved Date: February 6, 2024

SUMMARY

Under general supervision by the Mayor, the Finance Director performs complex professional and difficult administrative work in directing and overseeing the financial operations of the local city government. These responsibilities are accomplished by the overall supervision of finance, accounting, payroll and the tax collections division to ensure compliance with all applicable regulations, laws and internal policies pertaining to the proper accounting of public funds. The position also serves as the City's Recorder and performs related work.

ESSENTIAL FUNCTIONS OF THE JOB

Confers, coordinates, plans and provides support for the Mayor, department heads, and other employees on various financial and administrative matters.

Understand the standards of internal control required by state law and assist the Mayor and department heads to develop, document, implement and monitor the City's internal control system.

Plans, organizes and directs operations in the areas of accounting, budgeting and capital budgeting, reporting, purchasing, tax collection, and other financial activities.

Manages and evaluates subordinates.

Administers grants, including required record-keeping, financial records, reporting, etc.

Formulates and oversees the City's investment program.

Makes effective oral and written presentations to City Council as required.

Helps assure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with generally accepted governmental accounting principles and nationally recognized governmental best practices.

Cooperates with external auditors conducting audits. Provides financial information and data to auditors when requested and answers questions or inquiries regarding information and prepares reports to auditors as required.

Attends regular and special called meetings of the Board of Mayor and Alderman. Prepares agendas and minutes for the finance committee.

Recommends and implements, at the direction of the Mayor, changes in financial policies and procedures for various departments.

Tracks financial trends and develops financial recommendations based on such.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of local government administration and modern municipal accounting practices; knowledge of complex planning methods and procedures, and project coordination; knowledge of effective supervisory methods and techniques; thorough working knowledge in the areas of debt management, capital funding and financial analysis; thorough knowledge of data processing and computer systems; thorough knowledge of the principles underlying State and City laws and regulations pertaining to City government; ability to sustain a high degree of concentration for extended periods of time; ability to be decisive in complex policy interpretation in accordance with laws, ordinances, and regulations; ability to apply departmental policy in routine and extraordinary work situations; ability to communicate effectively in both oral and written form; ability to direct and coordinate the work of supervisory personnel; ability to maintain effective communications with media and the general public; manual dexterity required for efficient use of office equipment such as keyboards, computers and calculators, etc.; able to sit for extended periods of time while at work station or desk.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited college or university in accounting, finance or closely related field supplement by seven years' experience that demonstrates progressively responsible public sector accounting and financial management or any equivalent combination of work experience and education that provides the required knowledge, abilities and skills. Certified Public Accountant (CPA) or Certified Governmental Financial Manager highly desirable. Supervisory experience a plus. Must hold CMFO certification or be able to obtain certification within two (2) years from 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.

ADA REQUIREMENTS

Physical Requirements: Task involve some physical effort i.e. , some standing and walking, or frequent light lifting (5-10lb.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a typewriter or keyboard.

Environmental Requirements: Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Sensory Requirements: Task requires sound perception and discrimination; task requires visual perception and discrimination; task requires oral communications ability.

Reasonable Accommodations(s): Reasonable accommodations(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace