

Agency: City of Lenoir City, Tennessee

Position: Finance Director – unclassified position

Salary Range: \$98,000.00 - \$110,000.00 (DOQ)

**Requirements:**

Bachelor's Degree or higher in Accounting, Finance, or closely related field; CPA preferred.

Required to complete the Certified Municipal Finance Officer (CMFO) designation within two (2) years of taking the position (if not already possessed).

Experience in public sector is preferred.

Experience in management is preferred.

**Benefits:**

Tennessee Consolidated Retirement System (TCRS), competitive benefits, health, dental, and life insurance offered.

Please send resumes with cover letter and references to Amber Scott Kelso, City Administrator, at [akelso@lenoircitytn.gov](mailto:akelso@lenoircitytn.gov) by COB on Monday, February 2, 2026.

For any questions, or to obtain the job description, please contact Amber Scott Kelso at [akelso@lenoircitytn.gov](mailto:akelso@lenoircitytn.gov) or call at 865-986-2715.

## **CITY OF LENOIR CITY JOB DESCRIPTION**

### **Finance Director**

#### **DEFINITION**

Under the general direction of the City Recorder, this position is responsible for the financial activities of the City related to budgeting, accounting, purchasing, tax collections, etc. They are also responsible for a broad range of administrative and personnel management related functions. This position is un-classified according to the Civil Service System Rules and Regulations.

#### **EQUIPMENT/JOB LOCATION**

- The employee will operate a computer, calculator, fax, and copy machines and other modern office equipment.
- The employee typically works indoors in an office environment. The employee may be required to lift objects such as journals and reports.

#### **ESSENTIAL FUNCTIONS OF THE JOB**

- Assists with keeping minutes and maintaining records of the proceedings of the governing body and other meetings such as the Beer Board, etc.
- Confers, coordinates, plans, and provides support to other department heads and employees on various financial and administrative matters.
- Plans, organizes, and directs operations in the areas of accounting, budgeting and capital budgeting, reporting, purchasing, tax collection, and other financial activities.
- Possesses responsibility of reconciling bank statements and invoices, bond payments, accounts payable, etc.
- Maintains all checking account files.
- Prepares statements and makes a variety of reports for workers' compensation, annual audit, state and federal agencies, etc.
- Responsible for the City's investment program, in conjunction with the City Recorder and City Administrator.
- Responsible for maintaining all types of insurance coverage such as health, property, liability, workers' compensation, etc., in conjunction with the Risk Manager.
- Oversees preparation of the annual budget and capital budget for all funds, and assists department heads with estimates in conjunction with City Administrator and City

Recorder. Makes budgetary recommendations. Prepares the appropriation ordinance and other related documents.

- Generates accurate reports in a user-friendly format so that department heads can financially manage their departments and activities.
- Charged with supervising employees in the department.
- Administers grants, including required record-keeping, financial records, reporting, etc.
- Makes effective oral and written presentations to City Council.
- Helps assure that all financial operations are performed in compliance with applicable local, state, and federal laws, as well as with acceptable standard principles of accounting and finance.

#### **ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Receipts money from revenues, fees, fines, etc. of various departments.
- May issue licenses and keeps records related to such.
- Maintains bid files and may assist with bid openings.
- May prepare resolutions for consideration by the governing body.
- May prepare legal notices.
- Helps train employees in the Finance Office.
- May help provide office support such as typing of correspondence, preparation of notices, purchase of supplies, etc.
- Recommends and implements, at the direction of the City Council, changes in financial policies and procedures for various departments.
- Assists with tracking financial trends and developing financial recommendations based on such.
- Works with City Administrator in monitoring the financial policies and procedures of City departments and operations, making recommendations for revision when appropriate.
- Helps keep abreast of available grants.

#### **REQUIRED KNOWLEDGE AND ABILITIES**

- Extensive knowledge of the principles and practices of modern municipal accounting, budgeting, and finance, including capital budgeting, cost containment, investment management, cash control, intergovernmental cooperation, and the regulatory/legal environment of municipal organizations.
- Good knowledge of the laws, rules, and regulations pertaining to the Finance Department and the governing body.

- Ability to analyze the financial trends and needs of the organization based on finance data.
- Ability to instill a sense of customer service and responsiveness throughout the Finance Department.
- Ability to establish and maintain effective working relationships with the public, subordinates, other employees, and the governing body. Contact with the public is frequent in nature, and contact with the media is occasional.
- Must have outstanding oral and written communication and presentation skills.
- Must possess excellent analytical and problem solving skills.
- Extensive knowledge of modern management principles and practices.

### **QUALIFICATIONS**

- Certified Municipal Finance Officer (CMFO) designation is required. If it is not possessed, Finance Director will have two (2) years to complete it after entering the position.
- Bachelor's Degree in Accounting, Finance, or closely related field is preferred or combination of education with at least five (5) years of progressively responsible positions in accounting and financial management.
- Experience in public sector is preferred.
- Ability to be bonded.