

Job Title: Finance Director / City Recorder

Department: Finance

Reports To: City Mayor

FLSA Status: Exempt

Location: City of Lebanon, Tennessee

Pay Grade O

Hiring salary range \$134,388.80 to \$158,100.80 DOQ

General Definition of Work

The City of Lebanon is seeking a highly skilled, dedicated, and experienced professional to serve as our next Finance Director/City Recorder. This executive-level position serves as the City's Chief Financial Officer and reports directly to the Mayor. The Finance Director is responsible for leading the city's financial strategy, ensuring fiscal integrity, and overseeing core financial functions, including budgeting, accounting, purchasing, and revenue collection. This individual also fulfills the statutory duties of City Recorder and City Treasurer as defined in the City Charter.

This role is critical to the city's continued financial health and compliance with local, state, and federal regulations. It requires a proactive leader with a strategic mindset and strong operational skills to manage complex financial functions and support effective decision-making across the organization.

Essential Duties and Responsibilities include, but are not limited to:

Lead and manage all aspects of the City's fiscal operations.

Serve as the City's Chief Financial Officer and statutory City Recorder and City Treasurer.

Develop and implement fiscal policies and long-range financial strategies.

Under the direction of the City Mayor, the Finance Director is responsible for leading the preparation and development of the City's annual operating and capital budgets, ensuring alignment with strategic goals and financial policies, and for coordinating the timely submission of the adopted budget to the State of Tennessee. This includes:

- Forecasting revenues and expenditures using historical data, economic trends, and policy changes.
- Coordinate meetings with Department Heads to review preliminary budget requests and ensure alignment with city priorities and fiscal policies.
- Providing strategic recommendations to Department Heads and the Mayor regarding budget adjustments, resource allocations, and revenue opportunities.
- Scheduling and facilitating budget work sessions with the City Council, ensuring transparency and collaborative input throughout the budget process.
- Presenting the proposed budget to the Mayor and City Council, along with detailed analysis and justifications for funding decisions.
- Making recommendations on budgetary matters, revenue strategies, and financial planning throughout the fiscal year.
- This role is integral to ensuring that the City of Lebanon maintains a fiscally responsible, balanced, and transparent budget in compliance with state requirements and local objectives.

Administer the City's investment portfolio, oversee bond issuance and debt service.

Monitor and direct the collection of city revenues, including taxes, utility billing, and business licenses.

Ensure accurate and timely financial reporting and compliance with all regulatory requirements.

Support grant accounting and ensure compliance with financial aspects of grant programs.

Manage capital planning and make revenue and expenditure forecasts.

Uphold and enforce all city purchasing policies and procedures.

Assists in evaluating utility rates for water, sewer, and stormwater services to ensure they are current, equitable, and financially sustainable.

- Conducts or oversees rate studies as needed to assess the adequacy of rates in covering operational costs, capital improvements, and long-term infrastructure needs.
- Provides data-driven recommendations to the Mayor and City Council based on findings.

Advise the Mayor, City Council, and Department Heads on fiscal matters and financial strategy.

Attend and report at City Council, Budget Committee, and Lebanon Airport Oversight Committee meetings.

Serve as custodian of official city records, including minutes of Beer Board meetings.

Oversee the financial systems including Tyler Munis, Local Government Next Gen, and others.

Oversee the annual accounting audit.

Manage City Hall and Mitchell House operations.

Oversee special financial projects and perform other related duties as assigned.

Supervisory Responsibilities

The Finance Director directly supervises five (5) management-level employees and provides leadership and oversight for approximately 17–20 total staff members across multiple departments. These departments include:

- Finance & Revenue Administration
- Accounting
- Customer Service
- Meter Reading
- Purchasing

The Director is responsible for staff recruitment, training, supervision, and performance management, ensuring all personnel operate in compliance with city policies, procedures, and applicable laws. This role requires the ability to build effective teams, delegate responsibilities appropriately, and foster a culture of accountability, customer service, and continuous improvement.

Minimum Qualifications, Education and Experience:

Bachelor's degree in Accounting, Finance, Public Administration, or a related field required.

Minimum 10 years of progressive experience in finance, accounting, or public administration.

At least 5 years in a senior leadership role with comparable organizational size (600+ employees).

Government finance experience preferred.

CPA designation strongly preferred.

Must obtain Certified Municipal Finance Officer (CMFO) certification from the State of Tennessee within 12 months of hire.

Valid Tennessee Driver's License or ability to obtain one within 30 days of hire.

Must maintain auto insurance with limits of \$100,000/\$300,000, business mileage reimbursement is provided for the business use of personal vehicle.

Technology Requirements

Proficiency in financial software and enterprise resource planning (ERP) systems is essential.

Preferred experience with these or similar software systems:

- Tyler Munis - for General Ledger, Budgeting, Purchasing, Accounts Payable.
- Next Gen – for Utilities, Billing, Property Taxes

- Local Government - for Business Licensing, Fixed Assets, Depreciation, Work Orders, Fleet Maintenance.

Advanced proficiency in Microsoft Excel and Office Suite is required.

Knowledge, Skills, and Abilities

Deep understanding of municipal finance, budgeting, and public accounting.

Familiarity with federal, state, and local regulations related to public finance and procurement.

Ability to interpret complex financial data and prepare high-level reports and presentations.

Strong leadership, supervisory, and team-building skills.

Excellent organizational, analytical, and problem-solving abilities.

Skilled in navigating high-pressure situations such as budget deadlines.

Ability to communicate financial concepts to non-financial stakeholders.

Demonstrated integrity and professionalism in handling sensitive financial information.

Language and Communication Skills

Ability to read, analyze, and interpret complex financial reports and legal documents.

Strong knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) principles, and Governmental Accounting, Auditing, & Financial Reporting (GAAFR).

Strong written and verbal communication skills.

Capable of preparing and delivering presentations to elected officials, stakeholders, and the public.

Mathematical Skills

Proficient in advanced financial calculations, forecasting models, and budget analysis.

Work Environment and Physical Demands

Work is performed primarily in a professional office environment.

Requires frequent use of computers and standard office equipment.

Occasional travel between city offices and to external meetings is required.

Must be able to lift to 10 pounds and up to 25 pounds occasionally.

Requires visual acuity, manual dexterity, and ability to focus for extended periods.

This position is not remote. Regular attendance and physical presence at the workplace are essential.

Attendance at Council meetings and other special meetings is required.

Reasonable accommodations may be made for qualified individuals with disabilities, which may be necessary to allow the individual to perform the essential functions of this role, provided that nothing herein shall be construed to require the provision of reasonable accommodations if doing so will impose an undue hardship on the employing agency or a direct threat to the safety of himself/herself or others.

Residency Requirement

Preferred: Lebanon, TN or Wilson County, TN residency or willingness to relocate to Wilson County within six (6) months of hire.

Additional Notes

This position is considered security-sensitive.

All responsibilities must be performed in accordance with the City Charter.