



Director of Finance

The City of Alcoa is seeking highly qualified candidates for the position of **Director of Finance**. Under the appointment and general direction of the City Manager, the Director of Finance serves as a member of the senior management team. This is an exceptional opportunity for a seasoned financial professional who is ready to lead, influence positive changes, and ensure the City's continued fiscal health and accountability.

This leadership position oversees the City's finance operations including budgeting, accounting, auditing, purchasing, utility billing, and reporting.

Key responsibilities include but are not limited to the following:

- Serves as Chief Financial Advisor to the City Manager
- Forecasts and compiles financial data for the City's annual budget.
- Continuously monitors revenues and expenditures to ensure the fiscal well-being of the City
- Prepares financial reports in compliance GAAP and for submission for GFOA's Certificate of Excellence Award.
- Provides oversight responsibility for the annual audit process.
- Establishes and maintains internal control procedures in accordance with state and national standards.
- Supervises the collection of utility payments, taxes, fees, and other receipts in accordance with laws and regulations.
- Oversees the investment of City funds.
- Directs the preparation of state and Federal reports, including tax reports.
- Develops finance-related ordinances and resolutions.

Candidate Qualifications:

Knowledge and Personal Skills

Applicants must be a proven leader who demonstrates professionalism and support to staff. Must possess superior management skills and the ability to make sound decisions pertaining to assigned staff and financial matters. In addition, the ideal candidate will have considerable experience and knowledge in the following areas: modern governmental accounting theory, principles, and practices; public finance and fiscal planning; accounting related functions;

budgetary, accounting and reporting systems, GAAFR, GAAP and GASB; ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures.

Education and Experience

Bachelor's degree from an accredited college or university in accounting or finance preferred.

Five years of progressively responsible municipal finance work along with experience in a management level position.

Other Requirements

Must be bondable. Must possess a CMFO (Certified Municipal Finance Officer) certification or ability to obtain within twelve months of appointment. Certified Public Accountant (CPA) preferred.

Interested persons must submit an online application along with resume and salary requirements on the city website – www.cityofalcoa-tn.gov. Position will remain open until it is filled.

The City of Alcoa is an Equal Opportunity Employer. ADA/ADEA/Title VI Compliant. Please no phone calls.