

# Municipal Finance Director

City of Millersville, Tennessee

Salary Range: \$70,000 – \$80,000

Application Deadline: Open Until Filled

Priority Consideration: Apply by May 15, 2025

## Position Summary

The City of Millersville, TN is seeking an experienced and forward-thinking **Municipal Finance Director** to provide strategic leadership and oversight of the City's financial operations. Reporting directly to the City Manager, this hands-on role requires a technically proficient professional in governmental accounting and finance, with a strong commitment to organizational development, innovation, and service excellence.

The ideal candidate will be a collaborative leader who fosters team growth, drives process improvements, and aligns financial strategies with the City's long-term objectives. This role offers the opportunity to shape a high-performing Finance Department and contribute meaningfully to the City's continued fiscal health and public service mission.

## Key Responsibilities

- Oversee all financial operations of the City, ensuring compliance with relevant governmental accounting standards and regulations.
- Direct and supervise Finance Department personnel, promoting a culture of mentorship, accountability, and collaboration.
- Lead the City's budgeting process, including revenue forecasting and financial reporting, ensuring compliance with federal, state, and local regulations.
- Direct the investment of City funds, manage banking relationships and operations, and oversee the issuance and administration of municipal bonds.
- Maintain strong internal controls to safeguard City assets and prevent fraud or mismanagement.
- Lead the preparation of the Annual Comprehensive Financial Report and coordinate external audits.
- Manage the purchasing card program, fixed asset reporting, and banking account operations.
- Deliver financial reports and strategic recommendations at public meetings, clearly communicating complex financial information to elected officials, and the community.
- Remain informed of changes in financial regulations, accounting standards, and the public sector's best practices.

## Ideal Candidate Profile

The ideal candidate will be a strategic, service-oriented financial professional who:

- Demonstrates strong leadership and a proactive approach to problem solving.
- Excels in team development and organizational change management.
- Seeks out innovative solutions to improve operational efficiency and service delivery.
- Possesses excellent communication skills and is comfortable presenting financial data to a wide audience, including elected officials and the general public.
- Committed to the principles of transparency, accountability, and ethical public service.

### Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or a closely related field.
- A Certified Municipal Finance Officer (CMFO) designation is required or must be obtained within a specified time after hire. CPA, CGFM, or CPFO certifications will also be considered.
- At least two (2) years of progressively responsible experience in governmental accounting, auditing, or financial management.
- Prior supervisory experience in finance or accounting operations.
- Experience in using Incode with Tyler Technologies database is preferred, but not mandatory.
- Experience in a senior finance leadership role in a municipal or public sector environment is strongly preferred.

---

### Compensation and Benefits

- **Salary Range:** \$70,000 – \$80,000 (commensurate with qualifications and experience)
- **Comprehensive Benefits Package**, including:
  - Health, dental, and vision insurance
  - Retirement benefits
  - Paid holidays and vacation leave
  - Opportunities for professional development and continuing education

---

### Application Process

Qualified applicants should submit the following materials to [HR@cityofmillersville.com](mailto:HR@cityofmillersville.com):

- Cover letter
- Resume
- Professional references

Applications will be accepted on a rolling basis until the position is filled. **Priority consideration will be given to those who apply by May 15, 2025.**

---

Join a dedicated and forward-thinking team committed to public service and financial stewardship. Professionals committed to excellence in public finance and interested in shaping the fiscal future of Millersville are invited to submit their application.