

Municipal Finance Director for the Town of Mount Carmel

This is a full-time on-site position for the Municipal Finance Director for the Town of Mount Carmel Tennessee. The Municipal Finance Director will be responsible for performing day-to-day financial operations, managing financial statements, analyzing financial data, preparing financial reports, and assisting with Human Resource duties. This Director will also supervise Accounts Payable, Property Tax collection.

Qualifications

- Bachelor's degree in finance, Accounting, or closely related field
- CMFO Certification or CPA preferred (Certified Municipal Finance Officer must be obtained within 1-year of employment)
- Comprehensive knowledge of local government administration and modern municipal accounting practices. Basic understanding of debits and credits.
- Thorough knowledge in the areas of debt management, capital funding, financial analysis, ARPA funds and Grant Management
- Thorough knowledge of the principles underlying State and City laws and regulations pertaining to City government
- Thorough knowledge of TN Comptroller and fraud/waste/abuse reporting requirements
- Experience in preparing and analyzing financial statements
- Excellent communication skills, both written and verbal
- Experience in financial reporting and bank reconciliation
- Proficiency in financial software (Loal Government/NEXTGEN)
- Attention to detail and accuracy
- Ability to work well in a team and independently

Submit your resume by email to cityhall@mountcarmeltn.gov or mail to Town of Mount Carmel PO Box 1421 Mount Carmel, TN 37645 Attn: Town Manager.

Position will be open until filled. The Town of Mount Carmel is an Equal Opportunity Employer