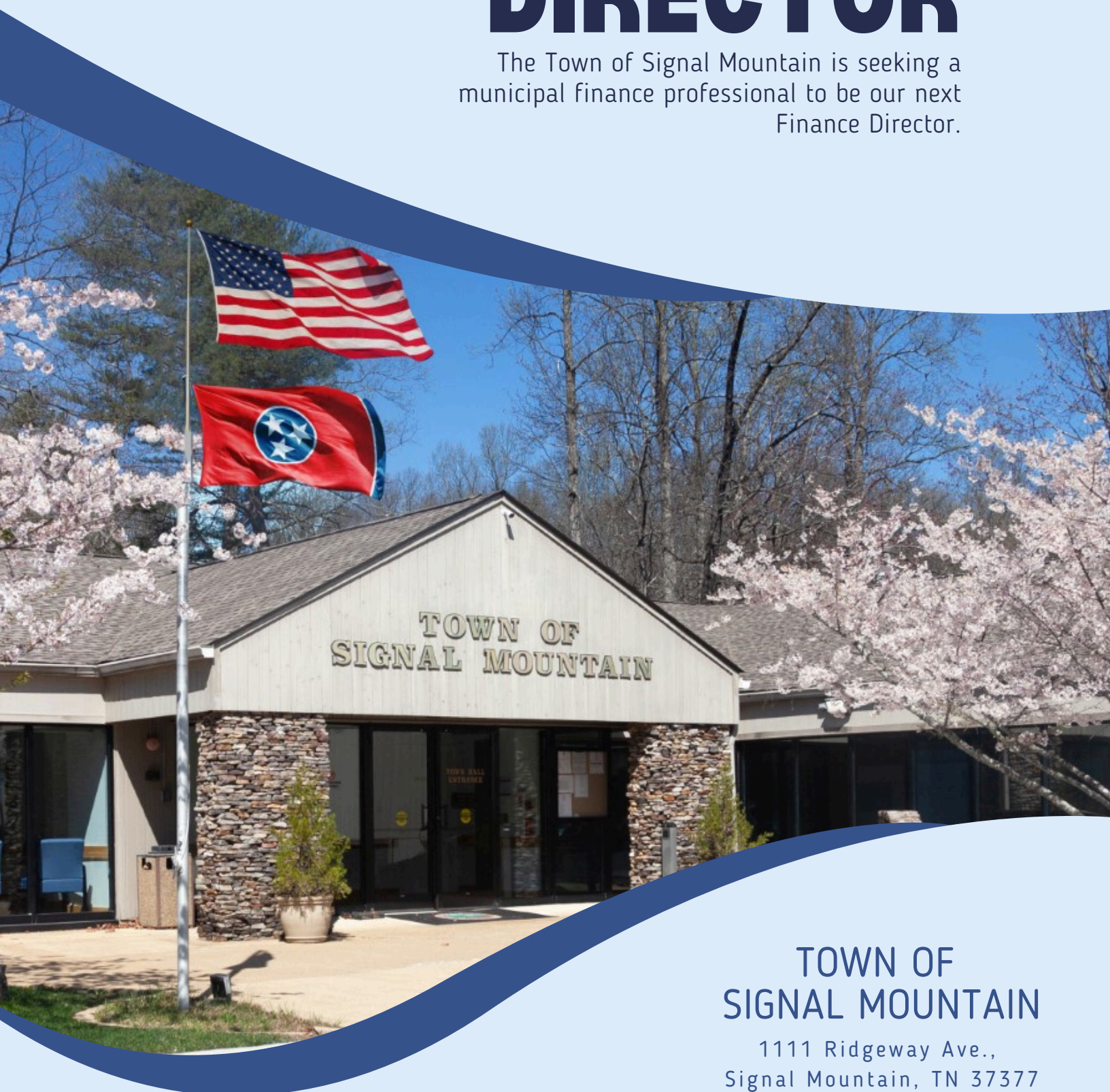


**WE ARE  
HIRING:**

# **FINANCE DIRECTOR**

The Town of Signal Mountain is seeking a municipal finance professional to be our next Finance Director.



**TOWN OF  
SIGNAL MOUNTAIN**

1111 Ridgeway Ave.,  
Signal Mountain, TN 37377



## TOWN OF SIGNAL MOUNTAIN

02



# ABOUT US

Incorporated in 1919, today the Town is a progressive, full-service community with almost 3,000 homes and a population of 8,852, 72% of whom are college-educated. Signal Mountain is a full-service municipality providing police and fire services, public works, water system, parks and recreation, building and code enforcement, and a library. The town is located approximately 10 mile from downtown Chattanooga.

The Town's residents are drawn to a community that is rich in history and natural beauty, offering a peaceful lifestyle with many amenities. In an around the Town of Signal Mountain over 600 acres of land are dedicated to horticultural parks, natural areas, scenic parks and wilderness parks. The Town is also home to Signal Point National Park, which offers a spectacular view of the Tennessee River Valley.



## OUR TEAM

The Town of Signal Mountain operates under the Council/Manager form of government. The Town Council has five members, including the Mayor. Council members serve the Town at large.

### ● TOWN MANAGER

The Town Manager is appointed by the Town Council and serves at the pleasure of the Council. The manager serves as the administrative head of the municipal government. All employees are under the direction and control of the Town Manager.

### ● TOWN STAFF

A staff of 85 full-time employees ensures the delivery of municipal services in the areas of general administration, police, fire, public works, parks and recreation, library, building and code enforcement, and water system.



# FINANCE DEPARTMENT

The Finance Department consists of the Finance Director, Finance Clerk, and Payroll Clerk.



Vacant  
Finance Director

Mission: Maintaining financial stability through monitoring internal controls, supervision of financial growth and provision of accurate accounting of Town funds.



Sara Puckett  
Finance Clerk

The Finance Clerk performs all functions required to answer the proper and timely execution of accounts payables and is a shared position with the Water Department.



Sandy Kershner  
Payroll Clerk

The Payroll Clerk performs all functions required to answer the proper and timely execution of bi-weekly payroll, payroll reports, and all functions required to maintain employee benefits.



# THE POSITION

The Finance Director functions as the Town treasurer and Recorder. The position is responsible for providing technical expertise and supervision of the Town's financial and operational activities, including accounting, budgeting, paying Town vendors and employees, assessing and collecting taxes, fees, and charges, and coordinating the annual financial audit.

## KEY DUTIES

- Attend Town Council meetings and provide fiscal updates. • Manage official records and town archives.
- Oversee the collection of taxes and fees, and ensure timely payment of town employees and vendors.
- Supervise Finance staff.
- Administer payroll and benefits programs.
- Maintain insurance coverage.
- Coordinate the annual financial audit and assist with budget preparation.

## REQUIREMENTS

- Bachelor's degree in business, public administration, accounting, or finance.
- At least 3 years of experience in governmental finance, including supervisory experience.
- Preferred experience using Edmunds financial software or comparable software.

## Application Instructions

Interested applicants should send a cover letter, resume, and a list of three (3) professional references to: [townmanager@signalmountaintn.gov](mailto:townmanager@signalmountaintn.gov).

For more information on this position, including supplementary documents and resources, visit the Career Opportunities webpage at: [www.signalmountaintn.gov](http://www.signalmountaintn.gov)



# THE IDEAL CANDIDATE

- Strong leadership abilities to effectively manage and inspire the finance team
- Exceptional analytical and problem-solving skills to navigate complex financial scenarios
- Extensive knowledge of governmental accounting, budgeting, and financial management
- Excellent communication skills to clearly convey financial information to diverse audiences
- Ability to think strategically and align financial planning with the town's long-term goals
- Meticulous attention to detail in financial analysis, reporting, and compliance
- Strong interpersonal skills to build effective working relationships with town leadership, departments, and external stakeholders
- Flexibility and adaptability to respond to changing financial conditions and priorities.
- Proven experience in municipal finance or a related field, demonstrating a track record of success.
- Expertise in identifying and mitigating financial risks to protect the town's assets.
- Ability to recruit, train, and develop finance staff, fostering a culture of excellence and continuous improvement.
- In-depth understanding of local, state, and federal financial regulations
- A strong commitment to contributing to the town's financial health and prosperity



## KEY OPPORTUNITIES & CHALLENGES

- Navigating and managing the city's financial resources effectively within limited budgets
- Ensuring adherence to complex and evolving local, state, and federal financial regulations
- Preparing for and mitigating the impacts of economic fluctuations on city revenues and expenditures
- Recruiting, training, and retaining skilled finance staff to build a high-performing team
- Effectively communicating financial information and strategies to city leadership, departments, and the public
- Playing a pivotal role in shaping the city's financial strategy and contributing to long-term planning efforts
- Implementing innovative financial practices and technologies to streamline operations and improve service delivery
- Building strong partnerships with other city departments and external stakeholders to achieve common goals
- Expanding professional skills and experience through leading diverse financial initiatives and projects.



# APPLICATION PROCESS

## Application Instructions

For more information on this position, including supplementary documents and resources, visit the Career Opportunities webpage at: [signalmountaintn.gov](http://signalmountaintn.gov)

Interested applicants should send a cover letter, resume, and a list of three (3) professional references to: [townmanager@signalmountaintn.gov](mailto:townmanager@signalmountaintn.gov).

The first review of resumes will take place on January 6, 2025.

Panel interviews will be scheduled with assistance from MTAS, please refrain from communicating with staff or elected officials from the Town of Signal Mountain. Please direct inquiries to the Town Manager:

Matt Justice

Email: [townmanager@signalmountaintn.gov](mailto:townmanager@signalmountaintn.gov)

Phone: 423.886.2177

Website: [SignalMountainTn.gov](http://SignalMountainTn.gov)



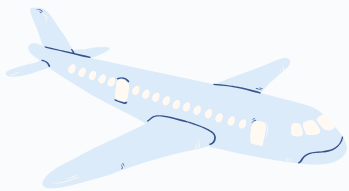




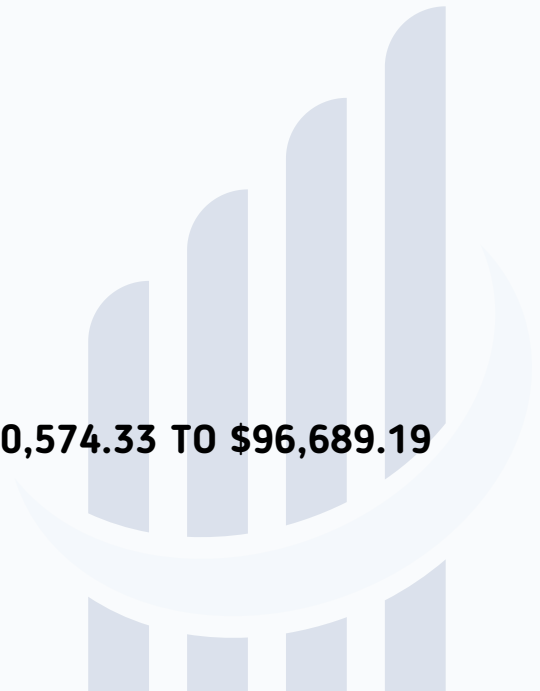
# COMPENSATION & BENEFITS



- Benefit plans for health, dental, vision, and life insurance
- Town provided retirement benefits through the Tennessee Consolidated Retirement System (TCRS)
- 457 Deferred Compensation Plan
- Employer paid professional development
- Paid Vacation and Sick Time - accrued monthly
- 10 Paid Holidays



**EXPECTED HIRING SALARY RANGE IS \$80,574.33 TO \$96,689.19**





# THANK YOU

TOWN OF  
SIGNAL MOUNTAIN

1111 Ridgeway Ave.,  
Signal Mountain, TN 37377

**Town of Signal Mountain  
Position Description**

**Title: Finance Director / Recorder  
Department: Finance**

**Pay Grade 12**

**Purpose:**

The Finance Director functions as the Town treasurer and is responsible for providing technical expertise and supervision of the Town's financial and operational activities, including accounting, budgeting, paying Town vendors and employees, assessing and collecting taxes, fees, and charges, and coordinating the annual financial audit. Employee also directs and supervises clerical staff and is responsible for the Town's insurance programs.

The Recorder is responsible for maintaining the Town Code, maintaining the Town Seal, and ensuring accurate documentation of Town government activity, through the support of and recording of Town Council meetings and various citizens' committees and commissions, and the management of public records and archives.

This combined position is under the supervision of the Town Manager.

**Fair Labor Standards Act Service:**

Exempt. (Salary)

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position nor does every position allocated to the job necessarily perform every duty listed.*

Attend all Town Council meetings and work sessions, or delegate attendance in absence, to ensure recording of proceedings for transcription by Administrative Staff Assistant.

Review and edit Town Council minutes, recollections and transcripts for accuracy before submission to Council for approval and entry into permanent record.

Serve as custodian of official records and archive town records including codes, ordinances, resolutions, contracts, agreements, deeds, reports, elections, and claims against the town. Receive and certify official documents.

Maintain up-to-date town codes, properly indexed and referenced; research town files, documents, archives, and other materials to provide information to general public and Town departments.

Certify official town documents as to authenticity for staff, other jurisdictions or citizens, with appropriate verification; attest to Town Manager and/or Council's official signatures on official documents and apply the Town Seal as necessary.

Serve as town treasurer to collect or supervise the collection of taxes, customer fees and all other revenue and disbursements, including payment of town employees and vendors in a timely and accurate manner.

Direct and supervise Finance Department staff and the clerical staff of the Judicial Department, selecting or recommending selection; organizing, assigning and evaluating work; training, motivating, counseling, and recommending termination.

Write a comprehensive job description for any new position or change in an existing position to submit to Town Manager for review and/or recommendation to the Town Council for approval.

Maintain all types of insurance coverage, including risk management program concerning general liability, automotive, and property coverage, and personnel benefit programs.

Review town's daily bank balances and if needed, recommend appropriate transfer authorization; initiate appropriate actions to pay town's debt service on outstanding bond issues; and, approve all payment requests. Prepare and have general oversight of bids for purchases in accordance with the Town's purchasing policy.

Coordinate the annual financial audit; oversee the preparation of detailed accounting schedules and other reports; reconcile monthly accounts; develop fiscal impact statements for other departments when preparing complicated financial transactions for Town Council approval.

Assist the Town Manager and various department heads with grant applications, monitor grant progress; ascertain that grant funds received are accurate and timely; undertake accounting and record keeping.

Interface with other town departments, Town Council, town organizations, other local, state, and federal agencies and citizens. Receive inquiries from citizens, employees, vendors, Town Council members, etc., and respond or delegate response to appropriate staff.

Assist Town Manager with purchasing; assist in preparing and advertising bids and requests for proposals.

Assist Town Manager with budget preparation.

Prepare for and make presentations when necessary.

**Job Related Communication:**

Within the department—daily  
With employees in other departments—daily  
With employees in other organizations—daily  
With the public—daily

**Planning and Scheduling:**

Significant—a relatively large part of the job is planning/scheduling activities for others and self.

**Difficulty of Work:**

Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures. Some standardized tasks may be required.

**Assignment of Work:**

General guidance allowing for employee planning of procedures and methods to attain objective.

**Effect of Work Errors:**

Significant. Errors may cause delays in work or losses in revenue or expenditures and unjustified work time.

**Supervisory or Management Responsibilities:**

Supervise approximately three non-supervisory employees.

**Working conditions:**

On average 20 percent standing, 30 percent walking, and 50 percent sitting.  
Approximately 0-20 lbs. may be required for lifting.  
Lifting frequency—some  
Bending—some  
Pushing and/pulling loads  
Reaching over head—some  
Kneeling—some  
Crawling—none  
Climbing ladders—none

**Mental/Visual Effort:**

Typing/CRT—very frequent  
Attention to detail—very frequent  
Monitoring equipment—some  
Detailed inspection—very frequent  
Transcription/proofreading—frequent

Assist in basic accounting processes; perform other duties as necessary.

**Required Knowledge, Skills and Abilities:**

Knowledge of the laws, rules, regulations, town ordinances, State and Federal laws especially those pertaining to the office of the Recorder, the Court and the Town Council as well as purchasing and/or bid requirements in accordance with State and Federal regulations.

Knowledge of the principles and application of modern municipal accounting, budgeting and finances as well as office procedures.

Knowledge of the Town's data processing equipment and accounting software.

Ability to establish and maintain effective working relationships with the public, subordinates and other employees and interact with the public and media in a variety of situations.

**Equipment:**

Computer, fax, copies, scanner, recording equipment.

**Educational Experience:**

Minimum bachelor's degree in business administration, public administration, accounting, or finance; previous experience and/or training that includes governmental financial management, with supervisory experience; records management experience or management certification; or an equivalent combination of education, training and experience.

**Experience Required:**

At least three (3) years.

**Problem Solving Requirements:**

Solve a wide range of complex, multi-disciplinary problems, which require long-term organization-wide planning.

**Writing Skills Required:**

Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

**Speaking/Presentation Skills Required:**

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Negotiate with outsiders in sensitive and complex situations.

**Adverse Conditions:**

Exposure to temperature extremes—none

Dangerous equipment—none

Chemicals—none

Noise—none

Physical effort/risk—none