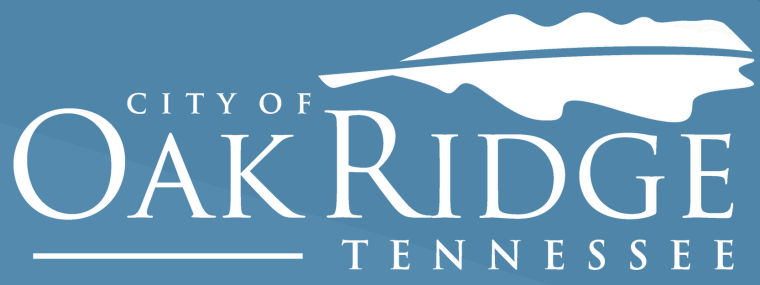




**FINANCE DIRECTOR**  
Oak Ridge, Tennessee



## THE CITY

Oak Ridge, Tennessee (population 31,402) is rich in history and natural beauty, and combines a family-friendly environment and an abundance of recreational, cultural, and educational amenities with the opportunities and challenges of a unique, growing city. Oak Ridge is in proximity to a national park and has a strong historical significance to our country. If you are looking for a safe community with low crime, top-rated schools, parks, greenways, and athletic fields, you will find it in Oak Ridge.



The City of Oak Ridge, located 25 miles west of downtown Knoxville, is in both Roane and Anderson counties. It is nestled in a valley between the Cumberland Plateau and Great Smoky Mountains. From its quiet woodlands and peaceful waterfronts to the Manhattan Project National Historical Park, Oak Ridge has something for everyone.

The Oak Ridge City Manager is seeking an experienced manager and analytical individual for the Finance Director position.

## THE FINANCE DIRECTOR POSITION AND EXPECTATIONS

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and management of the Finance Department for the City. This position also manages and directs the operations of the Finance Department, including investments, debt management, financial forecasting, budget development and monitoring, central financial accounting and reporting, administration of the City's financial system, and purchasing.

Key responsibilities include:

- Directing and managing staff in the Finance Department, providing training, assigning tasks, reviewing work, and preparing performance evaluations; making recommendations for employee transfers and promotions.
- Serve as the state-required designated Chief Financial Officer (CFO) for the City and meet all current and future state requirements to maintain this designation.
- Develop work plans and strategies to meet business needs - both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures and work standards to ensure success; ensure proper implementation and City conforms to related legislative requirements.
- Advise and assist in preparing budget documents and making budget recommendations.
- Prepare required budget documents, attend budget hearings, determine the tax levy, and ensure the publication of the annual budget.
- Project and forecast budget, revenue and expenditures, and prepare property and utility rate recommendations; analyze and prepare electric, water, wastewater and emergency communications rate review.
- Establish, maintain, and direct the citywide accounting functions (including general ledger, accounts receivables, accounts payable, payroll and fixed assets; cash management and internal control requirements; debt management activities including sale of bonds and record keeping; and bond rating) and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and Generally Accepted Accounting Principles (GAAP) to provide for timely and accurate financial recording and reporting both internally and with outside agencies of Citywide fiscal and payroll transactions, including procedural controls.



## THE FINANCE DIRECTOR POSITION AND EXPECTATIONS

- Provide professional consultation and staff support to the City Council, governing committees, and Mayor; provide financial, statistical, and analytical data.
- Recommend and assist in development of long-range fiscal programs and financial management including maintaining capital improvements plan and sales tax.
- Exercise financial audit control over City financial records; assist outside auditors and consultants and provide pre-audited financial reports; perform internal audits of Departments.
- Update and maintain the multiyear financial model, which includes forecasts of revenues, expenditures and other relevant items to project property tax rates.
- Review revenues and expenditures to ensure compliance with the appropriation ordinance; monitor and communicate shifts in revenue trends.
- Prepare year-end close of financial records, research proper accounting methods and prepare general ledger entries for accounting issues.
- Oversee the design, selection and implementation of all manual and automated systems for the City's financial systems.
- Prepare and present financial reports to the City Council regarding department budgets, operating funds, special grants, fixed assets and related data.
- Advise Mayor and City Council regarding fiscal impact of resolutions, ordinances, contracts, and staffing or program changes; give advice regarding budget variations.

## CANDIDATE SKILLS AND TRAITS

- Be a motivating, empathetic leader who can cultivate healthy departmental relationships across diverse teams.
- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to municipal budgetary administration and program development.
- Knowledge of management and supervisory principles and practices, budget management methods and techniques, basic laws, ordinances and regulations underlying a municipal corporation.
- Knowledge and understanding of cash management, investment, municipal bond market, and modern banking relationships.
- Knowledge of management and supervisory practices & principles.
- Ability to research and analyze detailed information and make appropriate recommendations, to plan, develop, implement, and evaluate projects and programs, and to maintain a professional demeanor when interacting with the public.
- Ability to develop department goals and objectives



## CANDIDATE QUALIFICATIONS

- Bachelor's Degree in Public or Business Administration, Finance, Accounting or related field and ten (10) years of municipal accounting or finance experience.
- Five (5) years of supervisory experience.
- Must have and retain one (1) of the following certifications: Certified Public Accountant (CPA), Certificated Government Financial Manager (CGFM), or Certified Municipal Finance Officer (CMFO).



## COMPENSATION & RESIDENCY

- The salary range for this position is \$108,451.20 to \$140,982.40.
- The city offers a competitive benefits package.
- The Finance Director will be required to reside in the City of Oak Ridge within 12 months of appointment.
- The State of Tennessee does not have a state income tax.
- Under Tennessee law applications may be subject to open records request.

## HOW TO APPLY

This position is open until filled. The deadline to submit applications for the first review of candidates is February 28, 2025, at 5 p.m.

Applications must be submitted with a resume, cover letter, and contact information for five work-related references at [www.oakridgetn.gov/apply](http://www.oakridgetn.gov/apply).

City of Oak Ridge Personnel Department: (865) 425-3564  
Fax: (865) 425-3421

The City of Oak Ridge is an Equal Opportunity Employer.

