

CITY OF BELLE MEADE
POSITION ANNOUNCEMENT - FINANCE AND HUMAN RESOURCES DIRECTOR

The City is currently seeking an experienced individual to serve as its full-time Finance and Human Resources Director. This person is responsible for all governmental fund accounting operations, associated Human Resource activities and related administrative and support services under the general supervision of the City Manager. The Finance and HR Director must manage and carry out all municipal accounting activities which include, but are not limited to: purchasing, accounts payable, accounts receivable, general ledger bookkeeping, auditing, fixed assets, revenue collection services and activities, cash management, internal control, payroll and payroll-related HR tasks. In addition, this person performs a variety of professional level financial management responsibilities including analysis, preparation, and maintenance of the annual budget, financial records, monthly fund statements, investment reports, and other forms of documentation, with significant responsibility and interaction regarding the annual financial audit. This position requires a broad based knowledge of governmental accounting (GAAP, GASB and GAAFR) and methods of financial control and reporting as well as outstanding organizational skills and a focus on timely delivery of reports and projects. This person is responsible for financial compliance and therefore must have a thorough understanding of all TCA and City Code statutes related to financial activities (investing, purchasing, bidding, internal control, revenue collection, etc.), and familiarity with the Tennessee Open Records law. This position also requires knowledge of the activities essential to the effective administration of the personnel and risk management functions.

Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks. The employee must possess the ability to analyze situations and consider different courses of action. The uniform accounting code and governmental accounting procedures must be followed in order to complete tasks. May be required at times to supervise the work of other employees. Prefer a candidate with a Bachelor's degree in accounting or at least 3 years' experience in accounting (preferably governmental fund accounting), including proficiency in using accounting and payroll processing software. Must possess Tennessee Certified Municipal Finance Officer designation or be able to successfully complete the 2-year CMFO program. A full job description, employment application, salary range and benefit detail is posted on the City's website, www.citybellemeade.org, under "Departments, Employment". Position open until filled. EOE.

For inquiries, please contact:

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CITY OF BELLE MEADE

Job Description

DIRECTOR OF FINANCE & HUMAN RESOURCES

DEFINITION:

The Finance & HR Director is responsible for all governmental fund accounting operations, activities essential to the effective administration of the personnel and risk management function and related support services under the general supervision of the City Manager. This employee must manage and carry out all municipal accounting activities which include, but are not limited to: purchasing, accounts payable, accounts receivable, general ledger bookkeeping, auditing, fixed assets, revenue collection services and activities, cash management, internal control, payroll and payroll-related HR tasks. In addition, the Finance & HR Director performs a variety of professional level financial management responsibilities including analysis, preparation, and maintenance of the annual budget, financial records, monthly fund statements, investment reports, and other forms of documentation, with significant responsibility and interaction regarding the annual financial audit. This position requires a broad based knowledge of governmental accounting (GAAP, GASB and GAAFR) and methods of financial control and reporting as well as outstanding organizational skills and a focus on timely delivery of reports and projects. This person is responsible for financial compliance and therefore must have a thorough understanding of all TCA and City Code statutes related to financial activities (investing, purchasing, bidding, internal control, revenue collection, etc.), and familiarity with the Tennessee Open Records law. HR duties include managing employee and City insurance plans, maintaining personnel rules, regulations, employee manual and employee records, as well as administering all employee benefits. Instructions to the employee are general and the employee must routinely use independent judgment when performing tasks. The employee must possess the ability to analyze situations and consider different courses of action. The uniform accounting code and governmental accounting procedures must be followed in order to complete tasks. May be required at times to supervise the work of other employees.

EQUIPMENT/JOB LOCATION:

- The employee will operate a computer, typewriter, calculator, fax machine, copier, and other modern office devices, as well as a light duty vehicle or automobile.
- The employee generally works indoors in an office.
- Employee will be required to lift objects weighing up to twenty-five pounds.
- Responsible for records storage and retrieval from shelves higher than six feet.

ESSENTIAL FUNCTIONS OF THE JOB:

The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required as assigned or as circumstances dictate.

FINANCE ACTIVITIES:

- Manages the City's financial operations by an established central accounting system using

commonly accepted governmental accounting principles.

- Assists City Manager with the supervision of the City's technology infrastructure to ensure that required systems and processes are in place and that necessary records and reports are produced in a timely manner.
- Prepares monthly General Ledger reports and financial statements for all funds.
- Responsible for monitoring the activity of the CD Laddering Investment program and Local Government Investment Pool and preparing monthly investment reports.
- Assists City Manager with development of city-wide revenue projections on a fiscal basis for budgeting purposes.
- Coordinates preparation and compiling of departmental budgets; assists department heads and makes recommendations.
- Prepares monthly and year-end budgetary reports; prepares annual budget ordinance; prepares budget amendment resolutions as needed to ensure compliance with budget appropriation requirements.
- Prepares and compiles information pertaining to long-term major capital expenditures.
- Prepares for and assists with independent external audits.
- Assists City Manager in developing, establishing and implementing policies governing fiscal, bookkeeping and accounting methods, bid specifications, financial investments, purchasing and budgetary processes.
- Responsible for daily cash management of all city checking accounts and transfers to/from investment accounts.
- Responsible for verifying and recording all revenue receipts.
- Responsible for bi-weekly payroll process and secure maintenance of all payroll records.
- Responsible for purchasing and accounts payable processes.
- Maintains records of the purchase and disposal of all fixed assets.
- Responsible for maintaining paper and/or digital files of all accounting records.
- Receives and generates various reports; reviews for accuracy; performs applicable calculations; approves, forwards, and/or maintains as appropriate.
- Prepares and/or generates routine correspondence, letters, memoranda, forms, reports, charts, graphs and other documents via computer or other devices.
- Attends meetings as appropriate.
- Answers the telephone; provides information; returns calls as necessary.
- Responds to routine requests for information or assistance from staff members, the Commissioners members of the public, vendors, and others.
- Uses knowledge of various software programs to operate the computer in an effective and efficient manner.

HUMAN RESOURCE ACTIVITIES:

- Responsible for maintaining all types of insurance coverage such as health, dental, property, liability, workers compensation, etc.
- Administering the position, classification, and pay plan.

- Assisting operating departments in the areas of recruitment, selection, placement, and training of employees.
- Responsible for developing and maintaining personnel rules and regulations, personnel records and other personnel related duties.
- Maintaining centralized personnel records.
- Responsible for preparation of open enrollment materials and presentation to employees.
- Responsible for administering all benefits including insurance, COBRA, retirement plans, and payroll.
- Overseeing the risk management function.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Ensures accurate daily server back-up of accounting software and timely installation of software updates.
- Prepares monthly bank reconciliations for all accounts; prepares monthly adjusting entries from supporting documents; verifies accuracy of all monthly postings and account balances; prepares financial statements for all funds.
- Transmits final approved budget for all funds to State Comptroller each year.
- Routinely monitors budget balances to avoid unnecessary amendments.
- Maintains check/deposit registers for all checking accounts.
- Monitors/supervises daily collection of miscellaneous and court receipts by other staff members and verifies accuracy.
- Records all ACH deposits from state of TN and Metro Nashville.
- Ensures cash deposits are made daily or not more than 3 days after collection.
- Enters vendor invoices in software with appropriate account code; generates vendor checks each week; maintains vendor invoice and payment records; maintains 1099 vendors.
- Prepares bi-weekly payroll from employee timesheets and ensures accuracy of individual leave balances, overtime pay, secondary employment pay, payroll deductions, and any other adjustments to wages; generates electronic submission of 401K and 457b contributions, federal payroll tax deposit and transfer of payroll file to bank for timely direct deposit payment to employees.
- Calculates all health/dental insurance premium changes and updates payroll deductions.
- Responsible for informing all employees as needed of any changes, updates, etc. to salaries, insurance, benefits or other payroll deductions, and prepares individual annual leave balances memo.
- Responsible for completion of all payroll-related documentation for new hires and terminated employees.
- Assists auditors with information essential to preparing the annual audit as per the PBC (Prepared by Client) list; drafts the MD&A report (Management Discussion and Analysis).
- Prepares monthly, quarterly and annual reports as needed, including but not limited to: IRS Form 941, state unemployment wage report, W-2's, vendor 1099's, retirement wage report, health insurance reports, reports/surveys received from the U.S. Government, State of

Tennessee, OSHA, UT-MTAS, TML, and various other agencies.

- Composes and types correspondence relative to essential functions and additional work performed.
- Assists with daily activities as needed when other staff members are absent.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

- Knowledge of basic principles and methods of governmental fund accounting.
- Knowledge of Federal, state and local laws relating to municipal financial/accounting activities.
- Knowledge of state and federal employment related laws and regulations.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint)
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of the overall City operations and the City Code.
- Ability to make oral and written reports, accurately and timely.
- Ability to exercise good judgment in evaluating situations and making decisions.
- Excellent organizational skills for timely filing of forms and reports, maintenance of City's investments, and general maintenance of City accounting files.
- Ability to establish and maintain an effective working relationship with co-workers, supervisor(s), Commissioners, Board members, vendors, contractors, and other outside parties doing business with the City.
- Knowledge of business English and Arithmetic.
- Ability to use keyboards accurately on calculators, typewriters and computers.

QUALIFICATIONS:

- Bachelor's degree in accounting, finance or related field or at least 3-5 years' experience in accounting (preferably governmental fund accounting), including proficiency in using accounting and payroll processing software.
- Must possess Tennessee Certified Municipal Finance Officer designation or be able to successfully complete the 2-year CMFO program and thereafter meet the annual requirement for 24 hours of CMFO-approved continuing education.
- Must have and maintain a valid Tennessee driver's license.



CITY OF BELLE MEADE – FINANCE & HUMAN RESOURCES DIRECTOR
SALARY AND BENEFITS

Salary Range, depending on qualifications and experience, is \$63,500 to \$89,500.

The City's comprehensive benefits package includes:

- Health insurance through State of Tennessee, Local Government Pool. Dental insurance – Delta Dental. Employee pays approximately 30% of premium cost.
- Retirement Plan – State of Tennessee 401K. City match - 5-8 per cent.
- Longevity pay after 3 years of service.
- Individual Life/Accident policy paid by City - \$25,000
- Additional insurances available through payroll deduction.
- Long-Term Disability policy paid by City, effective after 90 days.
- Sick leave – 12 days per year, can accumulate up to 90 days.
- Vacation leave: 2 weeks – 1-5 years; 3 weeks – 6-10 years; four weeks – 10+years.
- Ten paid holidays – New Years, Presidents' Day, Good Friday, Memorial Day, Fourth of July, Labor Day, 2 Thanksgiving, Christmas Eve and day.
- Educational Assistance Program
- Early Retirement Program (minimum 55 years of age & vesting requirements)

(Information on this page is subject to change without notice. The City of Belle Meade is an EEO/ADA/Title VI employer.)