

Town of Signal Mountain

1111 Ridgway Ave.

Signal Mountain, TN 37377

www.signalmountaintn.gov

Now Hiring: Finance & Human Resources Director

Department: Finance/HR

INTRODUCTION

The Town of Signal Mountain, TN, is seeking a highly qualified individual for the position of Finance & Human Resources Director.

BACKGROUND

Signal Mountain is a charming mountain community just outside Chattanooga, TN, with a population of about 9,000 residents. The Town operates with an annual budget of approximately \$8.7 million and a total budget of about \$9.8 million. With around 120 employees, including seasonal staff, the Town's departments include Administration, Finance/Human Resources, Police, Fire, Water Utility, and Public Works.

ABOUT THE POSITION

The Finance & HR Director serves as the Town Treasurer and HR Manager, overseeing all financial operations and human resources activities. This critical role involves strategic planning to ensure the Town's fiscal health and supervising clerical staff. Key responsibilities include accounting, budgeting, payroll, benefits administration, tax collection, financial auditing, and managing insurance programs.

KEY DUTIES

- Attend Town Council meetings and provide fiscal and HR 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 and Human Resources staff.
- Administer payroll and benefits programs.

- Develop HR policies, manage recruitment, and handle employee relations.
- Maintain insurance coverage and oversee risk management.
- Coordinate the annual financial audit and assist with budget preparation.

REQUIREMENTS

- Bachelor's degree in business, public administration, accounting, or finance; Master's degree preferred.
- At least 3 years of experience in governmental financial and HR management, including supervisory experience.

Application Instructions

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

For a full job description, please refer to the following pages.

**Town of Signal Mountain
Position Description**

**Title: Finance & Human Resources Director
Department: Finance/HR**

Pay Grade 13

Purpose:

The Finance & HR Director functions as the Town treasurer and HR manager, responsible for providing technical expertise and supervision of the Town's financial, operational, and human resources activities. This includes accounting, budgeting, paying Town vendors and employees, assessing and collecting taxes, fees, and charges, coordinating the annual financial audit, overseeing payroll and benefits administration, and other human resources responsibilities.

The position is critical to the strategic functioning of the town, involving strategic planning and decision-making to improve and maintain a strong fiscal standing. The employee also directs and supervises clerical staff and is responsible for the Town's insurance programs.

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, as necessary, and provide regular updates on the town's fiscal and HR standing.
- 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.
- 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.

- Oversee payroll and benefits administration, ensuring accurate and timely processing of payroll and management of employee benefits programs.
- Manage the recruitment, selection, and onboarding process for new employees.
- Develop and implement HR policies and procedures in compliance with state and federal regulations.
- Handle employee relations issues, including conflict resolution, disciplinary actions, and performance management.
- Conduct training and development programs to enhance employee skills and knowledge.
- 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 programs concerning general liability, automotive, 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.
- Engage in strategic planning initiatives to support the town's long-term goals and objectives.
- Analyze financial trends and forecast future financial scenarios to aid in decision-making.
- Identify, assess, and mitigate financial and operational risks.

- Evaluate and implement financial and HR software solutions to enhance efficiency and data accuracy.
- Develop, implement, and monitor internal control systems to safeguard assets and ensure the integrity of financial records.
- Develop programs and initiatives to enhance employee engagement and retention.
- Review and analyze the town's benefits programs to ensure competitiveness and cost-effectiveness.
- Negotiate with vendors and manage relationships with benefits providers.
- Prepare for and make presentations when necessary.
- Assist in basic accounting processes; perform other duties as necessary.
- Per the Town Charter, serve as Town Recorder. 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.

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, and human resources management as well as office procedures.
- Knowledge of payroll and benefits administration practices.
- Knowledge of HR policies, procedures, and best practices.
- Knowledge of the Town's data processing equipment and accounting software.
- Strong analytical skills to interpret complex financial data and HR metrics.
- Excellent verbal and written communication skills.
- Strong leadership and team management skills.
- Proactive problem-solving skills.
- Strong negotiation skills.
- Excellent project management skills.

- 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; Master's degree preferred. Previous experience and/or training that includes governmental financial management and HR 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.

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

Adverse Conditions:

Exposure to temperature extremes—none

Dangerous equipment—none

Chemicals—none

Noise—none

Physical effort/risk—none

