



TOWN OF BLUFF CITY
4391 Bluff City Highway | P.O. Box 70
Bluff City, TN 37618
(423) 538-7144



POSITION TITLE: Finance Officer and Town Recorder
DEPARTMENT: Administration
PAY GRADE: \$60,000/year

Job Opening

Finance Officer and Town Recorder

Job Summary

We are seeking a dynamic and skilled Municipal Finance Director and Recorder to lead our Town's financial operations and record-keeping functions. This pivotal role combines strategic financial management with accurate record maintenance, ensuring transparency, compliance, and fiscal responsibility. The ideal candidate will possess strong expertise in governmental accounting, financial analysis, and regulatory reporting, while demonstrating leadership in business development and risk management. Join us to drive financial excellence and support community growth through innovative fiscal strategies and meticulous record oversight.

Responsibilities

- Oversee all municipal financial activities, including budgeting, forecasting, treasury management, and cost control initiatives to promote fiscal health.
- Prepare, interpret, and present comprehensive financial reports, including balance sheets, profit & loss statements, and cash flow analyses to stakeholders and governing bodies.
- Ensure compliance with applicable accounting standards such as GAAP (Generally Accepted Accounting Principles).
- Manage general ledger accounting, account reconciliation, accounts payable/receivable processing, and bank reconciliations to maintain accurate financial records.
- Lead strategic planning efforts for municipal finances by analyzing financial concepts, conducting risk assessments, and developing long-term investment strategies aligned with community goals.
- Oversee internal controls related to financial management systems, including software applications for bookkeeping, financial analysis, and treasury operations.
- Act as Recorder for all Board Meetings, Work Session Meetings, and Special Call Meetings.
- Act as custodian of records for all open records requests.

Skills

- Knowledge of finance and management techniques and practices.
- Knowledge of office procedures, including methods and equipment used and related software.
- Advanced skills in Microsoft Office Excel and Word, data entry and use of a ten-key calculator.
- Strong organization skills and ability to work effectively with minimum supervision.

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- Skilled active listener with ability to read with understanding and speak and write clearly and effectively.
- Ability to learn and accurately use applicable computer programs/software and office equipment including fax, scanner, copier machine, etc.
- Ability to communicate effectively both verbally and in writing.
- Ability to perform mathematical computations accurately and quickly.
- Ability to work under pressure and deadlines with frequent interruptions and minimum supervision.
- Ability to lead a team of customer service staff.
- Must have strong work ethic and excellent work and attendance records.

Education and Experience

- A bachelor's degree in accounting and/or Business Administration, and
- 5+ years of accounting, finance, and supervisory experience; OR
- A combination of education, training and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.
- Must have ability to become CMFO (Certified Municipal Financial Officer) within two years of assuming position.
- Must have the ability to be bonded.

Join us as a key leader committed to transparent fiscal stewardship! We value innovative thinking combined with meticulous recordkeeping to support our community's growth and sustainability. This role offers an exciting opportunity to shape municipal financial policies while ensuring compliance with all regulatory standards—making a meaningful impact every day!

Please submit a **Town of Bluff City Employment Application** found on the Town website (www.bluffcitytn.gov) to kmorris@bluffcitytn.gov by 4pm on June 18, 2026.

“The Town of Bluff City is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.”