



## Metropolitan Government of Nashville & Davidson County Finance Administrator - General Sessions Court

<b>SALARY</b>	\$100,000.00 Annually	<b>LOCATION</b>	Nashville, TN
<b>JOB TYPE</b>	Full-Time Non Civil Service	<b>JOB NUMBER</b>	GSC08037
<b>DEPARTMENT</b>	General Sessions Court	<b>OPENING DATE</b>	10/03/2025
<b>CLOSING DATE</b>	10/16/2025 11:59 PM Central		

### Position Description

The General Sessions Court of Metropolitan Nashville and Davidson County is seeking an experienced financial leader to serve as **Finance Administrator**. This full time, non- civil service position is responsible for directing the financial operations of the court system, including budgeting, accounting, payroll, procurement, grants management, and financial reporting. The Administrator works closely with judges, the Court Administrator, and Metro financial offices to ensure fiscal integrity, compliance with laws and regulations, and effective use of resources to support court operations.

### Typical Duties

- Develops and manages the court system's annual operating and capital budgets.
- Oversees accounting, payroll, accounts payable/receivable, and procurement functions.
- Monitors revenues, expenditures, and financial trends; prepares regular financial statements and forecasts.
- Ensures compliance with Metro policies, state/federal regulations, and government accounting standards.
- Administers state and federal grants, as well as special revenue funds.
- Advises court leadership on fiscal policy, resource allocation, and long-range planning.
- Supervises finance staff, providing direction, training, and performance management.
- Serves as the primary liaison with Metro Finance, Office of Management & Budget, auditors, and external partners.

### Essential Functions

- **Budget Development & Management**
  - Prepares, monitors, and administers the annual operating and capital budgets for the court system.
  - Provides financial forecasts and multi-year projections to support planning and decision-making.
  - Works with judges, department heads, and court staff to evaluate resource needs and recommend funding priorities.
- **Financial Operations Oversight**
  - Oversees accounting, accounts payable/receivable, payroll, and procurement functions for the courts.
  - Ensures compliance with Generally Accepted Accounting Principles (GAAP), government accounting standards, and applicable laws.
  - Develops and enforces internal controls, policies, and procedures to safeguard public funds.

- Account reconciliation, journal entries, grant billing/receipts, monthly budget accountability reports, end-of-year close reports.
- **Reporting & Analysis**
  - Prepares regular financial statements, revenue and expenditure reports, and audit responses.
  - Analyzes fiscal trends, program costs, and operational efficiency to support decision-making.
  - Advises leadership on financial risks, opportunities, and corrective actions as needed.
- **Grant & Special Revenue Management**
  - Oversees financial administration of state and federal grants, ensuring compliance with reporting and audit requirements.
  - Manages restricted funds and special revenue sources, including cost recovery and fee-based revenues.
- **Strategic Leadership**
  - Serves as a key advisor to the Court Administrator, Presiding Judge, and other court leadership on fiscal policy and resource allocation.
  - Represents the courts in financial discussions with legislative bodies, budget offices, auditors, and external stakeholders.

### **Performance Standards**

- Comprehensive knowledge of governmental budgeting, accounting, and auditing principles.
- Strong understanding of court operations, judicial administration, and funding structures.
- Ability to prepare and analyze complex financial data, identify trends, and present findings clearly.
- Skill in developing budgets, managing grants, and ensuring compliance with regulatory requirements.
- Strong leadership, communication, and interpersonal skills for working with judges, staff, and external partners.
- Proficiency in financial management systems, spreadsheets, and related software applications.

### **Working Conditions**

- Office environment with standard business hours.
- Occasional evening meetings or special sessions may be required.

## **Minimum Qualifications**

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Accounting, Finance, Public Administration, or a related field and four (4) years of experience in governmental or public sector financial management.

**\*\*\*No Substitution\*\*\***

*Candidates with accreditations earned in a foreign institute are encouraged to apply.*

**Note: Per Metro Ordinance No. S094-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.**

## Preferred Experience, Knowledge, Skills, and Abilities

- Master's degree in Accounting, Finance, or Public Administration
- Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), or similar professional credential
- Previous experience in a court, justice system, or similar government setting

*We are an equal opportunity employer. All individuals, regardless of personal characteristics, are encouraged to apply. Metro Nashville is committed to selecting the most qualified candidate for each of our roles.*

Metro Nashville Government respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on business operations.

**Requests for ADA or other protected accommodations for the recruitment process should be directed to General Sessions Court at 615-862-5199.**

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### Employer

Metropolitan Government of Nashville & Davidson County

### Address

Human Resources Department  
700 President Ronald Reagan Way, Suite 201  
Nashville, Tennessee, 37210

### Phone

(615) 862-6640

### Website

<http://www.nashville.gov/Human-Resources/Employment-Opportunities.aspx>

## Finance Administrator - General Sessions Court Supplemental Questionnaire

### \*QUESTION 1

What is the highest level of education you have completed?

- ☐ No diploma
- ☐ High School Diploma or Equivalent
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree

### \*QUESTION 2

If you have a degree, indicate your major field of study in the area below. If no degree, write "N/A".

### \*QUESTION 3

How many years of experience in governmental or public sector financial management do you have?

- ☐ No Experience

- ☐ One Year
- ☐ Two Years
- ☐ Three Years
- ☐ Four Years or More

**\*QUESTION 4**

Briefly describe your experience in governmental or public sector financial management. If none, write "N/A".

**\*QUESTION 5**

Briefly describe your previous experience in a court, justice system, or similar government setting. If none, write "N/A".

**\*QUESTION 6**

Please indicate which of the following certifications you have attained:

- ☐ Certified Public Accountant (CPA)
- ☐ Certified Government Financial Manager (CGFM)
- ☐ Other similar professional credential
- ☐ None of the Above

\* Required Question