Jefferson County
Director of Finance
Job Description

Position	Director	**Reports to**	County Mayor
Department	Finance	**Classification**	Exempt
Pay Period	Monthly	**Last Revised**	October 20, 2026

Position Summary

The Finance Director is responsible for managing the Jefferson County Government, Highway, Landfill and Board of Education financial operations in accordance with the County Financial Management System of 1981, applicable Tennessee law, established financial policies, and the approved County budget. The Director oversees accounting, budgeting, purchasing, accounts payable, payroll, employee benefits administration, grant financial management, cash management, financial reporting, and internal controls. The position safeguards County assets, monitors financial performance, coordinates audits, advises County leadership, and ensures accurate and timely financial information.

Reporting and Authority

The Finance Director reports to the County Mayor for day-to-day administrative coordination and communication regarding the County's financial affairs, subject to the statutory authority of the Finance Committee and County Commission.

The Director shall be appointed and serve in accordance with T.C.A. § 5-21-106, oversee the Finance Department, implement applicable Finance Committee policies, and maintain the purchasing, payroll, budgeting, accounting, and cash financial management systems required by T.C.A. § 5-21-107. The Director shall act within applicable law, authorized policies, approved budgets, and delegated authority. Required approvals must be obtained from the appropriate governing body at all times.

Essential Duties and Responsibilities

Department Leadership

- Direct Finance Department operations and supervise, evaluate, and develop department personnel.
- Establish and maintain written procedures, work expectations, training, and appropriate segregation of duties.
- Manage department resources within the approved budget and recommend staffing, technology, and operational improvements.

- Recommend written job requirements and hire personnel as authorized by T.C.A. § 5-21-107. Recommend a Deputy Finance Director in accordance with T.C.A. § 5-21-108.

Accounting, Reporting & Budgeting

- Maintain accurate financial records and accounting systems, generally accepted accounting principles (GAAP), and governmental accounting standards.
- Oversee general ledger activity, fund accounting, reconciliations, financial statements, and required monthly, quarterly, and annual reports.
- Coordinate the annual budget process, develop revenue estimates and expenditures, review departmental requests, and prepare materials for the appropriate committees and governing bodies.
- Prepare agendas, meeting packets, and supporting financial materials for Board and Committee meetings, as required. Attend County Commission, School Board, and other committee meetings as needed to present financial information, answer questions, and provide technical guidance related to the Director's responsibilities.
- Monitor budget performance, identify variances and funding concerns, review proposed amendments, and help ensure expenditures remain within authorized appropriations.
- Provide financial analysis, explain financial results, and support long-term budget and capital planning.
- Prepare and submit required financial reports and documentation to the Tennessee Comptroller's Office and coordinate the County's annual financial statement and related reporting requirements.

Purchasing, Payroll, and Financial Administration

- Serve as the County's purchasing agent and administer purchasing activities in accordance with applicable state law, County purchasing policies, and established procedures.
- Oversee purchase orders, accounts payable, payroll, employee benefits accounting, and related financial controls.
- Ensure transactions have required authorization, documentation, budget availability, and evidence of receipt of goods or services, as applicable.
- Review contracts, leases, and financial commitments for accuracy, funding, and compliance with procedures.
- Approve or execute financial documents when authorized; coordinate payroll and benefits matters.
- Protect confidential employee and financial information and ensure timely payment, reconciliation, and required remittances.

Internal Controls, Audits, and Compliance

- Establish and monitor internal controls to protect County funds, property, financial records, and systems.
- Identify and report significant irregularities and compliance concerns to the appropriate officials.
- Serve as the primary Finance Department contact for independent auditors and authorized financial reviewers.
- Coordinate audit documentation, address findings, monitor corrective actions, and maintain required financial records.

- Monitor applicable Tennessee and federal requirements and coordinate with the County Attorney, auditors, Tennessee Comptroller of the Treasury, and other authorities as needed.

Cash Management, Debt, and Financial Planning

- Monitor cash flow, bank accounts, reconciliations, available balances, and upcoming financial obligations.
- Ensure County funds are managed in accordance with applicable law and authorized policies.
- Work with County authorized officials, Committees, and other professionals on debt, refinancing, restructuring, and major financial commitments.
- Evaluate the affordability and long-term impact of proposed projects, purchases, leases, and capital needs.

Grants and Restricted Funds

- Oversee the financial administration of grants assigned to the Finance Department, including tracking awards, expenditures, reimbursements, matching requirements, and restricted funds.
- Coordinate with grant administrators and departments to support eligible spending, accurate records, required financial reports, deadlines, audits, and closeouts.
- Communicate grant-related financial risks and clarify the distinction between Finance Department oversight and individual departments' program administration responsibilities.

Financial Guidance and Communication

- Serve as a principal financial resource for the County Mayor, Finance Committee, County Commission, elected officials, department heads, and other authorized personnel.
- Prepare financial reports, summaries, and presentations; explain financial policies and significant budget variances; and provide objective recommendations.
- Coordinate with the County School System and other County entities on financial reporting, internal controls, and school fund procedures. Provide financial guidance and support to authorized school system personnel, including school bookkeepers and principals, regarding budgets, financial procedures, internal controls, and applicable financial requirements.
- Maintain effective working relationships with County departments, auditors, financial institutions, state agencies, and other partners.

Financial Systems and Process Improvement

- Oversee financial management software, accounting systems, reporting tools, system access controls, and electronic financial records.
- Identify improvements to accuracy, efficiency, security, documentation, and continuity of financial operations.

Required Blanket Bond

- Ensure Jefferson County maintains a minimum $100,000 blanket bond covering the Finance Director and Finance Department employees for faithful performance of their duties, as required by T.C.A. § 5-21-109.
- Coordinate preparation, execution, required approvals, recording, filing, and delivery of the bond to the County Clerk for safekeeping, as applicable under law.
- Coordinate renewals or replacements and ensure the County pays the bond cost as required.

Minimum Qualifications

Candidates must meet the applicable requirements of T.C.A. § 5-21-106 through one of the following pathways:

Standard pathway

- A Bachelor of Science degree from an accredited university.
- At least eighteen (18) quarter hours, or the equivalent number of semester hours, in accounting.

Alternative pathway

- A candidate who does not meet the standard degree or accounting-hour requirements may be considered if the Finance Committee determines that the candidate meets the statutory alternative requirements, including at least two (2) years of acceptable experience in a related position or an equivalent amount of other related coursework, as applicable under the statute.

Preferred Qualifications

Governmental financial experience is beneficial but not required when a candidate has comparable professional experience in another setting. Preferred qualifications do not replace the statutory minimum qualifications or alternative pathway.

- Certified Public Accountant (CPA) license strongly preferred, but not required.
- Certified Public Administrator (CPA) with the University of Tennessee's County Technical Assistance Service (CTAS) and its public administration training for local government officials and employees.
- Certified County Finance Officer (CCFO) Training and certification focused on county financial operations, accounting, and financial reporting.
- At least eight (8) years of progressively responsible experience in accounting, finance, financial administration, or a comparable position.
- Supervisory or management experience.
- Demonstrated experience managing complex financial operations, budgets, financial reporting, internal controls, or accounting systems.
- Experience with audits, purchasing, payroll, accounts payable, grants, cash management, debt, or financial forecasting.
- Proficiency with financial management systems, general ledger software, spreadsheets, and reporting tools.
- Strong analytical, organizational, communication, leadership, and problem-solving skills, with high standards of integrity, accuracy, confidentiality, and professional judgment.

Professional Conduct & Performance	The Finance Director shall comply with applicable laws, County policies, ethical requirements, and professional standards; maintain appropriate confidentiality; and complete required training and continuing professional education. Performance will be evaluated based on financial accuracy and timeliness, budget monitoring, internal controls, audit and reporting compliance, communication of financial risks, effective supervision, responsible financial planning, and adherence to applicable law and authorized policies.
Conditions	This description summarizes the position's primary responsibilities and is not an exhaustive list of duties. Additional related duties may be assigned as permitted by law. Appointment, dismissal, compensation, personnel authority, and other employment conditions shall be governed by the County Financial Management System of 1981, applicable Tennessee law, and authorized County policies. Under T.C.A. § 5-21-106(c), the compensation of the Director of Finance is established by the Finance Committee, subject to approval by the County Commission (the county legislative body).

Jefferson County is an Equal Opportunity Employer and does not discriminate in employment based on race, color, religion, sex, national origin, age, disability, or any other status protected by law. In compliance with the Americans with Disabilities Act, Jefferson County Government may provide reasonable accommodations to qualified individuals with disabilities.

Employee Signature	Date
Supervisor Signature	Date