



TOWN OF COLLIERVILLE POSITION VACANCY

OPEN TO: General Public

TITLE: Finance Manager

LOCATION: Finance Department

OPENING DATE: October 5, 2020

CLOSING DATE: Until Filled

JOB NUMBER: JN20-57FN

CLASS CODE: 0203

SALARY: DOQ annually with *excellent benefits package*.

FLSA Status: Non-Exempt

PRIMARY FUNCTION: The purpose of this classification is to perform highly responsible and complex budgetary work and to assist the Director of Finance with management oversight.

QUALIFICATIONS: Requires a Bachelor's degree with major course work in Finance, Economics, Accounting, Public or Business Administration, or a closely related field; supplemented by five (5) years of experience in budget or financial administration, preferably in a local government setting, at least three (3) of which must have been in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES: Requires a valid motor vehicle operator's license.

NOTES: Must be able to pass a work related physical and drug test. The work of this job is primarily sedentary. Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Selection process may include: examinations, interviews, assessment centers, practical skills, etc. Drug testing may be required.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR TESTING OR INTERVIEWS.

APPLY: Submit an original Town of Collierville application to the following address: Human Resources, 500 Poplar View Parkway, Collierville, TN 38017. Applications are available to download at www.collierville.com under Employment Opportunities, or you may obtain one from our Human Resources Office. Applications must be submitted either by mail or in person to the above address. The Human Resources Office is open Monday – Friday, from 8 a.m. – 5 p.m.

NOTES: Please submit a new application each time you apply for a Town job. Pursuant to Tennessee open records law, applications and resumes are subject to disclosure.

THE TOWN OF COLLIERVILLE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE IN HIRING. MINORITIES, WOMEN AND DISABLED ARE ENCOURAGED TO APPLY. IF YOU HAVE A DISABILITY AND REQUIRE SPECIAL ACCOMMODATIONS DURING THE SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES OFFICE AT (901) 457-2290. THE TOWN OF COLLIERVILLE IS A DRUG FREE WORK PLACE.