The Assistant Finance Director position is responsible for coordinating the day-to-day activities of the Finance Department. This position is under the general supervision of the Finance Director and general responsibilities include planning, organizing, and managing the City’s finances including investments, cash management, disbursements, budget management, internal controls, general accounting, financial accounting and reporting, or other financial activities and, in the absence of the Director, serves as Interim Director.
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• City Government
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• Organizational Chart
• Live in Columbia
• Play in Columbia
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Columbia, Tennessee is the largest city in Maury County, serving as the seat of county government. Columbia is located approximately 45 miles Southwest of downtown Nashville. Over 43,000 residents call Columbia home and enjoy the proximity to the Middle Tennessee metropolitan area and all it has to offer while living in a historic community.

Situated on the banks of the Duck River, Columbia is known as 'The Dimple of the Universe.' In addition to close proximity to Nashville, Columbia serves as the central hub to the South Central region of the state, making Columbia the economic, cultural and spiritual center of South Central Tennessee. The area offers a wide variety of both personal and professional opportunities that makes Columbia the perfect place to live, work, and play.
The City of Columbia, a municipality incorporated in 1814, is governed as a Council-Manager form of government by a private act City Charter granted by the Tennessee General Assembly. The Mayor and Vice Mayor are elected at-large with four-year terms from the election of Council Members. The five City Council Members are elected by ward. Staggered terms provide continuity of policy, direction, and ordinances. The City Council appoints the City Manager, who is the chief administrative officer of the City. The City Manager is responsible for overseeing day-to-day operations of the government and appointing the heads of city departments.

City Council Meetings are held monthly on the second Thursday at 5:30 PM CST at Columbia City Hall.

The City of Columbia employs approximately 400 full time employees and an additional 60+ part time employees. The City provides the following essential services to residents and visitors: Police, Fire & Rescue, Parks & Rec, Public Works, Development Services, Human Resources, Sanitation and Wastewater, Public Information, Tourism, and Main Street.

The City of Columbia's proposed FY 2023-24 budget totals $80.4 million with a proposed General Fund budget of $46.7 million.
ABOUT THE JOB

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Qualifications

- Bachelor’s degree or higher from an accredited college or university in Accounting, Finance, Business Administration, Public Administration, or a similar field.
- Three (3) years of progressively responsible experience in accounting and/or finance.
- Any of the following designations preferred: Certified Municipal Finance Officer (CMFO); or Certified Government Finance Manager (CGFM); or Certified Public Finance Officer (CPFO); or a Certified Public Accountant (CPA).
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Ability to be bonded.
- Must have a valid driver’s license.

Compensation

The City of Columbia offers a highly competitive salary which is dependent on the candidate’s experience and qualifications. The salary range for the position is $86,374 to $122,724.
The City of Columbia offers 50% city-funded retirement benefits for full-time employees, as well as, 457 Deferred Compensation plan options through Mission Square.

Medical coverage premiums are provided at 100% for all full-time employees provided by the City’s self-insured program, which is administered by BlueCross BlueShield of Tennessee. In addition to full coverage for all full-time employees, the City pays a majority of the premium cost for employees' dependent and family coverage.

The City pays 100% of full-time employees' dental, vision, and life insurance. Various options for family coverages and additional life insurance (employee, spouse, and/or children) are also offered at the employees' expense. Sick leave pool is also an option for participating employees. In addition to short-term disability, the City provides long-term disability at 100% after two (2) years of employment, an Employee Assistance Program, and Tuition Reimbursement.

The City of Columbia provides all employees who participate in the City’s health insurance program with access to offsite healthcare services provided by the Urgent Care Clinic at Maury Regional Hospital in Columbia. In addition, generic prescription drugs are covered at 100% by the City’s health plan.

The City of Columbia provides all full-time employees with a free annual membership to Muletown Rec. For more information on facilities and programs, visit Muletown Rec at www.muletownrec.com.

The City offers 12 paid holidays, plus two 'floating holidays' annually. This is paired with Bereavement Leave, Military Leave, Family Medical Leave and 100% city-paid Workers' Compensation insurance are some other benefits provided to our employees.
Columbia Cost of Living

Estimated median household income is $69,021
Estimated median home value is $336,220
Cost of living index in Columbia: 95.1 (US average: 100), which is much lower than other communities in the Nashville Metro Area

Visit the Maury Alliance Chamber & Economic Development
LIVE IN COLUMBIA

Maury County Schools
With 21 schools, a virtual academy, 1,400 employees and over 13,000 students, our school district reflects the diversity of our growing community. “Our vision is to educate every child for LIFE” -Lisa Ventura, Superintendent of Schools.

Private Schools
Columbia’s public schools are well-complimented by six different private schools around the city and surrounding areas. The community’s secular education, religious instruction, and alternative learning options are dedicated to providing students with the best educational experience.

Colleges
Maury County is home to Columbia State Community College, the first community college in the state of Tennessee. At CSCC, there are over 5,900 students and 20 academic organizations. CSCC is accredited by the Southern Association of Colleges and Schools Commission on Colleges. More than 85% of faculty hold advanced degrees.

Religion
Columbia welcomes all faiths and is grateful for the good deeds performed by neighbors helping neighbors. Active churches and places of worship can be found throughout the city, and residents can also attend interdenominational and non-denominational ministries.

Recreation
Columbia offers a variety of recreational activities. The town has several parks and green spaces, including Riverwalk Park, which offers scenic views of the Duck River and is a popular spot for walking, jogging, and picnicking. Maury County Park is another great option for outdoor activities. It hosts multiple walking trails and playgrounds. For those who enjoy the indoors, Columbia also has a bowling alley and a children's museum. Columbia has plenty of options to choose from.
PLAY IN COLUMBIA

Downtown Columbia

Historic, Downtown Columbia is a gem. We are a Nationally accredited Main Street community, a 'Top 10 Best Small Town' by Southern Living, and a 'Top 10 Country's Best Small Town' by Country Living Magazine. There retail, restaurants, and everything in between.

Outdoors

Columbia has beautiful outdoors and scenic landscapes. The city has several parks and recreational areas, which offer hiking and biking trails, picnic areas, and the Duck River for kayaking. The city also has several golf courses and is surrounded by rolling hills, making it a prime location for outdoor enthusiasts.

History

Columbia is rich in history. It is home to the 11th United States President, James K. Polk. President James K Polk Home & Museum is located a few blocks off the downtown square and can be toured 7 days a week. Columbia is also in home to many other historical homes and landmarks.

Music Scene

Columbia has a vibrant live music scene that caters to various tastes. From local bands to national acts, the city offers a diverse range of musical performances that take place in various venues, such as The Mulehouse, Hardison Mill Homestead Hall, Puckett's, and many more.

Events

Columbia is home to several annual events that draw visitors from around the world. One of the most popular is the Mule Day Festival, held each April, which celebrates the city's rich heritage with a parade, live music, food vendors, and mule competitions. The City also hosts the Annual Christmas in Columbia Parade & Tree Lighting. Learn more at Visit Columbia.
LET'S WORK TOGETHER

Columbia, Something Good Around Every Corner.

If interested, please apply HERE.

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