



Job Title: Financial Manager

Organization: Industrial Board of Coffee County, Tennessee

Location: Manchester, TN

About Coffee County:

Coffee County, Tennessee offers a thriving community with an excellent quality of life. The cities of Tullahoma and Manchester feature top-rated public schools, major hospitals, an outstanding community college, and easy access to major transportation corridors like Interstate 24. Coffee County is known for its peaceful rural living balanced with attractions like the Bonnaroo Music Festival and Arnold Engineering Development Complex - the most advanced flight simulation test facilities in the world. With proximity to Nashville, Chattanooga, and Huntsville, the county provides the advantages of a central location.

About the Industrial Board:

The Industrial Board of Coffee County is an economic development organization dedicated to fostering employment opportunities and supporting business growth. Working closely with city/county partners and state agencies like Tennessee Economic Development and Tennessee Valley Authority, the Board plays a vital role in business recruitment, workforce development, site selection, and serving as a resource for local companies. The organization is governed by a nine-member board of directors representing leadership from local businesses/industries, educational institutions, agriculture, and community groups. The Board oversees the development of five (5) industrial parks with a combined 2700± acres available for future development including the 2,000-acre I24 Industrial Site, owned by the State of Tennessee Department of Economic & Community Development.

Summary:

The Industrial Board seeks a highly skilled Financial & Administrative Manager to oversee fiscal operations while providing comprehensive support. This multifaceted role demands exceptional professionalism, meticulous attention to detail, and utmost discretion in handling sensitive economic development projects and negotiations.

Key Responsibilities:

Financial Management:

- Maintain accounting records, perform payroll, administer grant funding
- Prepare cost analyses, proposals, expense reports, Board meeting materials
- Develop, monitor, and analyze annual budgets for all programs/initiatives
- Prepare accurate financial reports, forecasts, and presentations for Board review
- Ensure compliance with GAAP, regulations, and internal policies
- Coordinate annual audits and implement best practice recommendations
- Oversee cash flow, receivables, payables, and investment strategies
- Establish robust internal controls to safeguard organizational assets
- Identify financial risks and develop mitigation strategies
- Review and update all financial policies, procedures, controls

Administrative Leadership:

- Assist economic development team in compiling competitive RFP responses
- Support prospect site visits, tours, events, and roundtables
- Serve as liaison between local industries and state/regional agencies
- Make travel arrangements and attend meetings as Assistant Treasurer
- Oversee website, providing innovative marketing/promotion ideas
- Deliver exceptional customer service to all stakeholders

Confidentiality & Professionalism:

- Maintain strict confidentiality of proprietary/sensitive business information
- Demonstrate utmost discretion in negotiations and development projects
- Ensure secure handling, storage, and protection of confidential records/data
- Exemplify highest ethical standards and professional integrity

Qualifications:

- Bachelors in accounting, Finance, Business, or related field preferred
- Minimum 3 years progressive financial management experience, preferably non-profit
- Expertise: QuickBooks, MS Office, Adobe Acrobat, financial reporting
- Excellent analytical skills to interpret complex financial/quantitative data
- Comprehensive compliance/regulation knowledge for reporting
- Proven relationship-building skills internally and externally

- Strong multitasking capabilities for numerous concurrent responsibilities
- Flexibility to work extended hours as required
- Exceptional written/verbal communication and presentation abilities
- Commitment to service, ethics, and professional excellence

Compensation:

Salary ranges from \$35,000 - \$42,000 annually, depending on qualifications and experience. Benefit package includes paid vacation, covered travel expenses, retirement, health, dental, vision, and life insurance.

To be considered, please submit resume, cover letter, references to IDBresume@CoffeeTn.com .