



Job Announcement Finance Director

Department:	Finance	Posted:	12/28/2023
Position:	Finance Director	Closed:	Open Until Filled
Salary:	\$72,250.00	Classification:	Exempt

Description

The City of Palmview seeks a strategic and operationally focused Finance Director to oversee the city's financial and accounting operations. Reporting to the City Manager, this position is responsible for financial planning, accounting, auditing, reporting, investments, debt management, and development of policies and controls.

Responsibilities

The ideal candidate will have a passion for public service and the ability to effectively manage staff, guide major financial decisions, implement best practices, and clearly communicate complex financial information to stakeholders.

Essential Duties

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Direct and manage the development and implementation of departmental goals, objectives, policies, and priorities.
- Oversee the development and implementation of policies and plans related to departmental service and operations.
- Plan, organize, and direct general ledger accounting, including payroll, accounts payable, utility billing, and municipal court.
- Ensure the highest level of financial accountability and transparency to City Council, City management and citizens.
- Maintain and uphold the highest ethical standards.
- Manage and direct administration of the City's accounting operations, including overseeing the City's financial system, establishing and enforcing financial policies, and ensuring adherence to Governmental Accounting Standards Board (GASB) pronouncements.
- Ensure proper internal financial controls are established and followed.
- Serve as the City's liaison with external auditors, financial advisors and bond counsel.
- Establish and maintain accounts receivable processes, including collaboration with collection agencies and law firms.
- Manage and control the accounts payable process for the City.
- Formulate and oversees the City's investment policies.

- Provide long-term and strategic financial support for the City's public projects.
- Prepare request for proposal for audit services, evaluate proposals, and present the selected firm to the City Council.
- Coordinate and assist with the annual financial audit with external auditors.
- Understand and apply federal, state, and local accounting practices and regulations.
- Prepare financial summary and forecast reports for revenues, expenditures, and fund balances to present to City Council monthly.
- Manage City liens, including the processing, reporting, and calculating amounts owed.
- Calculate the City's effective tax rate and present it to the City Manager and City Council.
- Review and revise Finance Department policies and procedures.
- Hire, train, supervises, and evaluate assigned staff.
- Perform performance evaluations, counsel, interview employees on-the-job performance, resolves informal complaints and grievances, and take necessary disciplinary action in accordance with City policies.

Minimum Qualifications

- Bachelor's degree in accounting, finance, business administration, or related field; Master's Degree preferred.
- 5 years of experience in municipal or government accounting and finance or related area preferred.
- 2 years of supervisory experience.
- Any equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Knowledge, Skills, and Abilities

- Advanced skills to analyze and interpret fiscal and accounting information; prepare timely financial statements and reports.
- Ability to plan, organize, direct and evaluate the work of assigned staff.
- Ability to understand, interpret, explain, and apply city, state and federal laws regulating City financial accounting, reporting and recordkeeping, investment of funds and borrowing.
- Comprehensive knowledge of principles and practices of governmental accounting and regulations governing the reporting of municipal government financial activities.
- Comprehensive knowledge of budget projection, development, management and justification practices and procedures
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups.
- Ability to maintain confidentiality when working with sensitive information and to comply with all records retention laws.
- Ability to elicit respect and trust through actions and leads by example.
- Ability to provide leadership, counsel, motivation, and constructive performance reviews to staff.

- Ability to respond and manage emergencies and incidents.
- Ability to develop and implement City policies, procedures, and objectives.
- Comprehensive abilities in problem solving, conflict management and customer relations techniques.
- Proficient skills in Microsoft Office Suite including Excel, Word, and PowerPoint.
- Proficient skills in payroll, billing, and budget application management.
- Comprehensive knowledge of municipal accounting and finance regulations.

Licenses and Certifications

- CPA preferred but not required
- Certified Government Finance Officer preferred but not required

Equal Employment Opportunity

The City of Palmview is committed to providing equal employment opportunities to all individuals without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, or veteran status.

Additional Information

This job description is not exhaustive and may be subject to change to meet the needs of the city. Additional responsibilities may be assigned as necessary to support the Finance Department's operations and goals.

Application Process

To apply for this position, please submit the following:

- Employment Application (<https://cityofpalmview.com/human-resources-applications/>)
- Cover Letter
- Resume

Applications may be submitted either:

Online: <https://cityofpalmview.com/human-resources-applications/>

By Email: gvillarreal@cityofpalmviewtx.us

In Person or By Mail:

City of Palmview
Human Resources Office
400 West Veterans Blvd.
Palmview, TX 78572

The City of Palmview is an Equal Employment Opportunity Employer. For more information call (956) 432-0323 or visit our website.