



JOB DESCRIPTION

JOB TITLE:	Finance Director
DEPARTMENT:	Administration
CLASS TYPE:	Administrator
REPORTS TO:	City Manager
FLSA/STATUS:	Regular/Full-time, Exempt

Reporting to the City Manager, the Director of Finance provides day-to-day leadership to and managerial oversight of Multiple Departments. The ideal candidate will be expected to enter office with a sense of urgency and focus on meeting the high expectations of the City. It will be important for the person selected to quickly establish positive, trusting, and productive relationships with the City Council, City Management Team, City Finance Team, department heads, and other City employees.

**ESSENTIAL JOB FUNCTIONS:**

Duties include but are not limited to the following:

- Participates as a critical member of the City Manager’s Executive Management Team.
- Identifies, monitors, reviews, manages and makes recommendations regarding the city’s long and short-term investment objectives, strategies and placements; researches and analyzes financial trends and markets; provides ad hoc and regularly scheduled reports related to a variety of financial and other areas of operation; responds to inquiries from the City Manager, Mayor, City Council, general public and others regarding the city’s financial status, goals and objectives; reviews and recommends collection enhancement strategies and programs.
- Compiles the submissions of departmental budget requests; works with department heads, City Manager, Mayor, City Council and others in understanding and developing budget documents; reviews requests and checks figures and submissions for accuracy; provides budget drafts and final budget documents for review by various city officials; investing of public funds and reporting of investments; reviews and or prepares contracts and bids for the bid process; monitors expenditures; reviews purchases and requests for purchases for compliance with established purchasing requirements, policies and procedures.
- Coordinates all activities associated with periodic and regularly scheduled audits; works with auditors in gathering and presenting requested information/documentation; responds to inquiries and requests for information; presents audit findings to appropriate city officials; identifies and recommends areas of improvement, policy and procedure modifications and other changes identified by the audit process; supervises staff in areas of assignment.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of applicable local, state and Federal statutes, rules, codes, regulations, requirements, City of Forest Hill's policies and procedures, and other governing documents.
- Knowledge and or experience in public funds investing; investment vehicles and risks of investing public funds. Knowledge of the Public Investment Act.
- Knowledge of municipal bidding and contracting and governmental purchasing procedures.
- Knowledge of the principles of Generally Accepted Accounting Principles.
- Knowledge of monthly close out procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of investments, investment instruments and related areas as they apply to long and short range strategic planning.
- Knowledge of intergovernmental relations and the legislative process.
- Knowledge of the principles of file and records management.
- Skill in reading, understanding, interpreting and applying a variety of complex, often conflicting informational sources, operational policies, procedures, guidelines and directives.
- Skill in assessing and analyzing complex, often conflicting priorities and making recommendations based upon information available.
- Skill in developing and presenting written and oral reports, findings and recommendations.
- Skill in developing and maintaining effective working relations with other city departments, personnel, contractors, vendors, the general public, news media and others having business with the City of Palestine.
- Skill in the audit process including Forensic Audit.
- Skill in the developing and interacting with subordinates including conflict resolution.
- Skill in operating a computer utilizing a variety of software applications.
- Performs other duties as assigned or required.

### REQUIRED TRAINING AND EXPERIENCE

- In addition to finance and accounting skills, the incoming Finance Director must also have a bachelor's degree from an accredited college or university in accounting, finance, business, public administration, or a related field is required. A master's degree is preferred, as is certification as a Government Finance Officer and/or Certified Public Accountant. A minimum of seven (7) years of progressive managerial experience in an executive level position in government finance, accounting, or auditing is also required. **Experience as a finance director in a small city or assistant finance director in a larger city is preferred.** The starting salary will be based on qualifications and experience.

OR

- A Bachelor's degree in Accounting, Finance, Business, Business Administration or closely related field AND seven years of progressively responsible financial services, investment, budget development or closely related responsibilities that included at least three years of staff management and/or supervisory responsibilities.
- Bank statements kept up to date in accordance with general accounting principles.
- Certification as a Government Finance Officer (CGFO) and/or a Certification as a Public Accountant is preferred

The City of Forest Hill  
Announces Recruitment for

Finance Director

Salary – DOQ

The Position

The City of Forest Hill is seeking an individual to serve as Finance Director. This is a highly responsible financial position.

Requirements

- Identify and monitor the city's long and short-term investment objectives,
- Research and analyze financial trends and markets
- Provide ad hoc and regularly scheduled reports related to a variety of financial and other areas of operation
- Respond regarding the city's financial status, goals and objectives; reviews and recommends collection enhancement strategies and programs.
- Compiles the submissions of departmental budget requests
- Prepare City Manager, Mayor, City Council and others in understanding and developing budget documents.
- Reviews requests and checks figures and submissions for accuracy;
- Provide budget drafts and final budget documents for review by various city officials; investing of public funds and reporting of investments; reviews
- Prepares contracts and bids for the bid process; monitors expenditures; reviews purchases and requests for purchases for compliance with established purchasing requirements, policies and procedures.
- Coordinate all activities associated with periodic and regularly scheduled audits.
- Ability to work with auditors in gathering and presenting requested information/documentation;

Minimum Education & Experience

- Certification as a Government Finance Officer (CGFO) and/or a Certification as a Public Accountant is required
- A Bachelor's degree in Accounting, Finance, Business, Business Administration or closely related field
- Seven years of progressively responsible financial services, investment, budget development or closely related responsibilities that included at least three years of staff management and/or supervisory responsibilities.

BENEFITS

TMRS Retirement, 7% 2:1, medical, dental, vision, vacation, sick , holiday

Send resume with application to:

**Human Resource Director  
City of Forest Hill  
3219 California Parkway  
Forest Hill, Texas 76119**

The City of Forest Hill is an EEO/AA employer

**Position is open until filled**

**Applications may be downloaded from [www.foresthilltx.org](http://www.foresthilltx.org)**