



<b>DATE</b>	October 2023
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

JOB TITLE: Chief Financial Officer  
 DEPARTMENT/DIVISION: Finance  
 REPORTS TO: Assistant City Manager

**SUMMARY:** The Chief Financial Officer will direct and oversee the financial activities of the city, direct the preparation of current financial reports and summaries, and create forecasts predicting future growth.

**ESSENTIAL JOB FUNCTIONS:**

- Develops strategies and business plans regarding the financial well-being of the city.
- Leads the Financial Department and provides oversight of accounting, budget, purchasing, treasury, internal audit and payroll functions.
- Develops finance organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction and establishing functional objectives in line with organizational objectives.
- Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; and implementing change.
- Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; and accumulating capital to fund expansion.
- Develops financial strategies by forecasting capital, facilities, and staff requirements; identifying monetary resources; and developing action plans.
- Monitors financial performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
- Maximizes return on invested funds by identifying investment opportunities and maintaining relationships with the investment community.
- Reports financial status by developing forecasts, reporting results, analyzing variances, and developing improvements.
- Updates job knowledge by remaining aware of new regulations, participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Accomplishes finance and organization mission by completing related results as needed.
- Oversees the Utility Customer Service department and manages the solid waste contract.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Oversees accounting, budget, purchasing, treasury, internal audit and payroll.
- Works closely with key leaders in the city to monitor financial trends and identify organizational opportunities in which the Finance department could be a strategic partner.
- Serves on the Strategic Business Planning committee.
- Serve as the Chair of the city's Fiduciary Committee.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles, practices and techniques of finance and other related functions
- Knowledge of methods, materials, and techniques employed in financial systems planning, design, and implementation
- Strong knowledge of current and emerging technologies and legal requirements to drive efficiencies
- Strong knowledge of sound financial practices in a municipal organization
- Strong knowledge of GAAP and financial reporting
- Skilled in developing a State of Texas Annual Comprehensive Financial Report (ACFR)
- Skilled in directing and managing a city-wide annual budget
- Skilled in developing presentations and speaking at an executive level
- Strong negotiation skills in an environment where resources are not in direct control of this role
- Exceptional leadership skills with the ability to develop and communicate vision that inspires and motivates staff
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects
- Excellent analytical, strategic conceptual thinking, strategic planning, and execution skills
- Skilled at engaging and interacting with employees and driving a positive work culture
- Exceptional skills in budget planning and financial management
- Excellent management and supervisory skills
- Excellent analytical and organizational skills
- Proficient in database and accounting computer application systems
- Excellent written and verbal communication skills
- Ability to effectively communicate and instill confidence with peers and all key stakeholders
- Ability to analyze complex systems and apply technical knowledge
- Ability to develop and execute a strategic staffing plan that includes recruiting and retaining employees who are the best fit for the city and the Finance department

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in business, finance, accounting, or equivalent field of study
- Certified Public Accountant certification
- 10 years' experience in accounting, budget and/or financial management practices including five years at the Executive Manager level or its equivalent

**PREFERENCES:**

- Master's of Business Administration (MBA)
- Experience with municipal budgets and financial planning
- Bilingual in English and Spanish

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity
- Occasional climbing, balancing, stooping, kneeling, and crouching
- Sedentary office work environment
- Occasional lifting and carrying up to 15 pounds

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test
- Must pass criminal history check
- Must pass credit check
- Must pass motor vehicle records check