

CITY OF COLEMAN EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE

DEPARTMENT: Administration/Finance

SALARY RANGE: DOQ/DOE

The City of Coleman is seeking a progressive, collaborative, professional candidate with a passion for local government, and possessing strong financial management and communication skills. The ideal candidate will have a demonstrated record of leadership, stewardship of public funds, strong negotiation and interpersonal skills. The purpose of this position is to provide planning, direction, management and oversight of the department which includes all functional areas of fiscal management and accounting. This is accomplished by creating effective internal financial controls, conducting financial forecasting for the City's budget, overseeing City investments and investment reporting, overseeing annual audits, collaborating on the annual budget, supervising staff, monitoring the general ledger and preparing related reports for senior management and the City Council, overseeing the filing of all financial reporting information and managing special projects. This is an appointed and at-will position. The Finance Director serves at the will of the City Manager.

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Graduation from an accredited four-year college or university with a degree in accounting, finance, business, or public administration, or a closely related field.
- Three (3) to five (5) years of progressively responsible positions in finance administration, municipal finance administration strongly preferred.
- Any equivalent combination of education and experience.
- A valid Texas driver's license with an acceptable driving record

Desirable Qualifications (if any):

- Preferred CPA license

TYPICAL DUTIES: Subject to the approval of the City Manager, the Director of Finance shall have charge of the administration of the financial affairs of the city. Directs general finance operations; monitors and revises finance and accounting policies and procedures; formulates and directs the City's investment policies; establishes fiscal policies under the direction of the City Manager; Discusses with and advises the City Manager regarding the financial matters of the City; preparation of the City's annual budget; oversight of City's annual audit; Communicates effectively with interdepartmental personnel and the general public; Frequent public presentations; Supervise and responsible for the disbursement of all money and expenditures to ensure that budget appropriations are not exceeded; Submit to the council through the city manager a monthly statement of all receipts and disbursements in sufficient detail to show the exact financial condition of the city; Examine and submits for approval all contracts, orders, and other documents by which the city government incurs financial obligations; Oversee all grants allocated to City; Oversee expenditures of all bond projects; Shall be required to work some evenings, weekends, holidays, and emergencies. *Please see job description for complete details of Essential Duties and Responsibilities.*

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems, considerable knowledge of cash flow and investment practices; working knowledge and experience in the use of INCODE software. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees and City officials; ability to communicate effectively orally and in writing.

APPLICATION: Please send cover letter, and resume to:

City of Coleman
Attn: D Lopez
PO Box 592
Coleman, Texas 76834

Or send cover letter and resume by email to citymanager@web-access.net

Serious Applicants only, must be available for interview with minimum 24-hour notice.

Applicants selected as finalists for this position will be subject to criminal history/credit/driver's license check prior to interview. Under the Texas Freedom of Information Act, information from your resume may be subject to public disclosure. Interested women and minorities are urged to apply. Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodations for help with the application process by contacting the Human Resources Department at 325-625-5114.