

City of Stafford  
2610 South Main St.  
Stafford, Texas 77477  
(281) 261-3900

**Position:** Director of Finance

**Class Structure:** Management

**Class:** Director

**Level:** 3

**Department:** Finance

**Pay Range:** \$93,000- \$110,000

**Submit application/resume:** HR Specialist, Darla Steubing, [dsteubing@staffordtx.gov](mailto:dsteubing@staffordtx.gov)

**Posting Date:** December 16, 2016

**Closing Date:** Open Until Filled

### **POSITION FUNCTION**

The Finance Director is a supervisory position with the obligation to plan, direct, manage and oversee the activities, projects and operations of the Finance Department. This includes the city's accounting, financial reporting, budgeting, cash/debt management, purchasing, and payroll functions. The Finance Director reports directly to the Mayor and receives general administrative direction from the Mayor, confers with City Council Members, acts upon City Council's motions and provide responsible administrative support to the Mayor, City Council and Stafford Economic Development Corporation (SEDC).

### **BACKGROUND IMPACTING POSTION:**

The City of Stafford is widely recognized as the largest city in Texas which does not assess a city property tax. The majority of city funds are derived from the city sales tax. The City Council has emphasized the responsible use of city funds and resources. The prudent administration of the budget and proper utilization of funds and resources by the Finance Department is a critical component of preserving the City's strong fiscal status. The Finance Director is the key employee in that pursuit.

### **ESSENTIAL RESPONSIBILITIES AND DUTIES OF POSTION:**

- Supervises, trains, directs, recommends hiring, evaluates staff, and administers discipline. Takes corrective action as necessary and timely, in accordance with City policies. Consults with Human Resources Department and each of the other departments as beneficial.
- Guides financial decisions by establishing, monitoring, revising and enforcing policies and procedures.
- Manages financial aspects by implementing policies and procedures and controls reporting systems; Supervises and manages city funds, investments and bonds.
- Protects assets by establishing, monitoring and enforcing internal controls.

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- Maintains responsible cash balances and makes secure and prudent investments.
- Reports status of financial condition of the City to Mayor, City Council, SEDC Directors and the public.
- Ensures compliance with federal, state, and local legal requirements by researching existing and new legislation, consulting with outside advisors, and filing financial reports. Advises on the reasonableness of financial actions and the minimization of potential fiscal risks.
- Oversees staff responsible for audits and makes disclosures as required and appropriate.
- Assists and performs a major role in the presentation of the annual budgets of the City and SEDC.
- Coordinates debt issuances, financial analysis, and bond rating presentations to ensure City maintains or receives credit upgrade.
- Comprehends value of, and is instrumental in the pursuit of preserving the City's the zero property tax rate.
- Thoroughly reviews and compiles appropriate reports and recommendations on sales tax collections.

**Knowledge:**

- Knowledge of City ordinances, resolutions and policies, and federal and state local legislation, regulations and requirements for finance, auditing and budgeting. Knowledge of governmental leadership, structures, and standards.
- Knowledge of effective communication practices.
- Understanding of debt structure and applicable policies.
- Understanding investment policies.
- Strong knowledge of Economics.

**Skills:**

- Skill to perform effectively in interpersonal situations.
- Skill to perform effective managerial responsibilities.
- Skill to establish rapport and elicit cooperation from others.
- Skill to communicate ideas, facts and technical information accurately, thoroughly and in a manner easily understood by the intended audience.

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- Skill to effectively plan work activities and utilization of maximum resources.
- Skill in problem-solving.

**Abilities:**

- Ability to organize data and information.
- Ability to identify and use potential sources of data and information.
- Ability to make independent judgments.
- Ability to plan, organize and monitor subordinate employee work assignments to accomplish department objectives.
- Ability to set clear performance standards for subordinate employees.
- Ability to clearly and effectively present ideas in discussions and oral presentations to the City Council and the SEDC.
- Ability to establish and promote effective working relationships within the department and with other city personnel.

**Formal Education:**

- Bachelor's degree in Accounting, Finance or Auditing, or Business Administration with strong emphasis on Accounting.
- Advanced degree and/or post graduate studies desirable.
- Certified Public Accountant Certificate preferable.

**Relatable Work Experience:**

- Five (5) years' experience in Finance, Accounting, Auditing, or equivalent with a minimum of 3 years' experience managing a financial department, 7 years preferred; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Prior budgeting experience or equivalent in a municipality is desired. Prior auditing and payroll management experience is desirable. Must be PC literate.

**Training (License and/or Certification):**

- Texas Class C driver's license.

**THE CITY OF STAFFORD IS AN EQUAL OPPORTUNITY EMPLOYER**