




Lockhart
TEXAS

**DIRECTOR
OF FINANCE**



■ THE COMMUNITY

Lockhart, Texas, with an estimated population of 14,985, is known as the “BBQ Capital of Texas” and located 25 miles from Austin and just 15 miles from San Marcos. It is easily accessible via Highway 183 and SH 130 Tollway. The city boasts a small-town quality of life, with its rich history, picturesque downtown square, thriving small businesses, and a plethora of amenities for residents and visitors to enjoy! Each year Lockhart is host to a number of popular events and festivals to include the annual Texas Monthly BBQ Fest, Chisholm Trail Roundup, Al Hopkins Tolbert Texas State Chili Championship, 4th of July Extravaganza, Taste of Lockhart Cultures and A Dickens Christmas in Lockhart.

Within 30 miles of Lockhart are six institutions of higher learning, including Texas State University, The University of Texas, Concordia College, St. Edward’s University, Huston-Tillotson College, and Austin Community College.

■ THE ORGANIZATION

The City of Lockhart is chartered as a home rule city in the State of Texas. Local government is administered through a council-manager form of government. Citizens are represented on the City Council by seven elected Councilmembers; four from single Councilmember districts, two At-Large Positions, and a Mayor, who is elected At-Large. The Council appoints one of its members as Mayor Pro-Tem. The Mayor is recognized as the head of city government for ceremonial and emergency purposes and is a voting member of the Council. Lockhart’s mayor and councilmembers are elected for three-year staggered terms. The next election is in November 2023 for the positions of Mayor, District 3, and District 4. The City has a staff of approximately 155 FTEs, FYE 2024 General Fund budget of \$14,912,00 and an all-funds budget of \$44,831,000.

To learn more about the City of Lockhart visit: <https://www.lockhart-tx.org/>

■ DEPARTMENT OVERVIEW

The Finance Department is responsible for accounting, budget development and monitoring, financial forecasting, purchasing, capital asset management, grant administration, investments, payroll, accounts payable/accounts receivable, and annual auditing. This department operates a governmental accounting and budgeting system that provides financial information to both external users and internal management and is responsible for annual financial reporting which includes preparation of the Annual Comprehensive Financial Report (formerly CAFR). The Finance Department has been recognized by the Government Financial Officers Association of the U.S. and Canada with its highest distinction in governmental accounting and financial reporting for fiscal years 2019 and 2020. The Department has an approved annual budget for FYE 2024 of \$332,517 and a great team of employees to include 5 FTE's – Director of Finance, Controller, Staff Accountant, Accounts Payable Clerk, and Personnel Specialist (Benefits/ Payroll).

■ THE POSITION

The Director of Finance leads all financial activities for the City. An incumbent in this position also acts as a liaison and financial manager for the Hotel Occupancy Tax Board, Treasurer for Lockhart Economic Development Corporation (LEDC), facilitates Information Technology (IT) management services, and coordinates project accounting for capital projects. Reporting directly to the City Manager and a key member of the City Manager's Management Team, attendance at Council and Advisory meetings is essential.

This position also oversees the Utility Billing department (7 FTE's). The Utility Billing Supervisor reports directly to the Director of Finance.

Essential Responsibilities:

- Develops, consolidates, prepares, monitors, administers, and revises City operating and capital budgets.
- Coordinates matters relating to the comprehensive annual financial audit, including preparation of work paper, delivery of balanced trial balance, related closing entries, and computer related year end closing and opening.
- Works with departments on budget, contracts, bids, agenda items, purchase orders, general ledger coding, grants, and budget amendments.
- Updates, discusses, and advises management and City Council on financial functions, budget, and status for the City.
- Directs and prepares reports for both internal and required reporting to government agencies in compliance with government accounting principles.
- Formulates, monitors, and revises financial, accounting, and investment policies and procedures.
- Oversees, plans, and coordinates functions of the Finance and Utility Billing Departments and support staff.

- Reviews and approves: purchasing, accounts payable, and accounts receivable documents; payroll registers for payment; and various grant programs.
- Plans and coordinates with appraisal district to ensure: accurate calculations of property taxes; preparation of Truth-in-Taxation schedule, public notices, and council agenda items during budget process.
- Oversees administration of Hotel Occupancy Taxes including: annual recipient letters; presentations to Council; review of reports; review of spending; and annual contracts.
- Directs revenue collections, cash management, investments, bonds, treasury, and debt management activities for the City.
- Develops, prepares, and monitors the bank depository agreement and various requests for proposals.
- Directs audit functions with external auditors.
- Reviews and approves contracts with other entities; goes out for bid; and makes recommendations according to the city's adopted purchasing policies.
- Develops, prepares, and monitors accurate recording and accounting of fixed assets.
- Practice continuing education on current and new applicable laws and regulations to maintain local, state, and federal compliance.
- Analyzes expenditures, taxes, and federal reports.
- Oversees payroll including salary and benefit cost monitoring and calculation in accordance with laws, regulations, and policies.
- Oversees utility billing and meter reading activities in accordance with laws and regulations.
- Manages accounting and financial management systems' maintenance, data entry, and management of data; serves as liaison with Information Technology (IT) management services provider; reviews IT tickets prior to monthly billing; and approves monthly payment.
- Serves as liaison with municipal software service provider; deals with software issues as they arise; and approves software annual contracts, invoices, and bids.



■ THE IDEAL CANDIDATE

The ideal candidate is a proactive, strategic, and collaborative professional who has outstanding leadership and the desire to drive innovation and continuous process improvement. A strong candidate will have demonstrated success as a highly effective professional who has the knowledge and experience to drive customer service excellence in a growing organization. Candidates must also ensure the optimal use of department and organizational resources to meet the ever-changing needs of an organization in a rapidly growing community.

The ideal candidate will understand and foster an environment of collaboration and use historical data and industry trends to forecast emerging growth and development.

This servant leader shall operate with the highest level of integrity, while also showing passion and assertiveness to identify issues before they arise. The new Director will also be responsible for developing and implementing departmental strategic goals, objectives, policies, and priorities.

It is preferable that candidates also have prior experience working with PIDs, TIRZ/ TIF's, MUDs, and water, wastewater, and electric distribution utility systems. Previous experience working with Financial Advisors to project multi-year debt financing for capital project funding and grant requirements, as well as working with Economic Development Corporations.



Desirable competencies for the Director of Finance shall include:

- **Adaptable and Managing Change** – Able to adapt to ongoing challenges and capable of shifting in various directions due to changes in goals or issues that arise; recommends changes for policy as needed and work with departments and management to correct identified deficiencies and achieve established objectives.
- **Analytical** – Makes financially-sound decisions; optimizes resources and initiates efficient work processes; pursues aggressive goals and works hard/smart to achieve them; possesses the ability to evaluate and improve processes and procedures to enhance services.
- **Business Acumen** – Has experience in governmental finance and accounting; including a governance process that ensures accuracy and inter-departmental collaboration.

- **Results Oriented** – Improves and sustains superior business performance; ability to manage competing priorities effectively; ability to lead a team of financial analyst professionals through the debt financing process; makes financially-sound decisions.
- **Problem-Solving and Strategic Thinking** – Develops short and long-range financial plans, strategies, priorities, goals, and objectives; demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges.
- **Collaboration** – Has the ability to maintain effective working relationships with city management, elected officials, department heads, advisory members and various community businesses and leaders; has the professional presence to serve as the official City representative on a variety of boards, commissions, and committees.
- **Financial Acumen** – In-depth knowledge of the principles and practices of governmental finance and accounting; including a governance process that ensures accuracy and inclusiveness.
- **Effective Communicator** – Strong interpersonal, analytical, written and verbal communication and presentation skills, managerial, supervisory, and creative problem-solving techniques; handles sensitive situations with tact and diplomacy.
- **Technically Savvy** – Stays abreast of industry best practices, relevant technology applications and contemporary tools and work methods, and demonstrates a tendency towards exploring and applying new ways of doing business that add value to operations; possesses strong computer skills.



■ EDUCATION/EXPERIENCE

Bachelor's degree in accounting, finance, or a related field from an accredited school, five (5) years of related experience supervising and administering a municipal or government general accounting and utility accounting function, or an equivalent combination of education and experience; and additional experience with 4A and 4B law. It is preferred, but not required, for candidates to have any of the following credentials: Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), and/or Certified Government Finance Officer (CGFO). Familiarity with Tyler Technologies/Incode – ERP Pro 10 is a plus!

■ COMPENSATION & BENEFITS

The salary range for this position is \$84,601 - \$126,902 and is commensurate with qualifications and experience of the successful candidate. City benefits include vacation and sick leave accruals, thirteen paid holidays, employee health insurance, and a 20-year full retirement plan in the Texas Municipal Retirement System (TMRS) with an employee 6% contribution and City 2:1 match.

■ APPLICATION PROCESS & RECRUITMENT SCHEDULE

The deadline to apply is on **Friday, December 8, 2023**. To be considered for this exceptional career opportunity, submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice).

To review more information on the position, and to submit your materials visit:

<https://www.cpshr.us/recruitment/2270>.



For additional information about this position please contact:

KYLIE WILSON

Senior Executive Recruiter

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CPS HR  CONSULTING

Resumes will be reviewed in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited for a screening interview with the consultant. The most qualified candidates will be interviewed by the City, and a comprehensive reference and background check will be performed on final candidates.