



GEORGETOWN
TEXAS

ASSISTANT CHIEF FINANCIAL OFFICER



WELCOME TO GEORGETOWN, TEXAS



Don't let our small-town charm fool you. Sure, a stroll around our square, which is named the most beautiful one in Texas, can feel a little like walking back through time—but you can be certain Georgetown is a city of today. As shop owners and neighbors greet you with a heartfelt “morning” it seems like the rush and “weirdness” of Austin is a world away instead of just 25 miles south.

The rotating exhibits at the Georgetown Art Center and shows at the Palace Theatre are just the beginning of the artistic adventures that await literally right around the corner. Explore a bit more and you'll find public murals and art, distinctive dining experiences, watering holes and nightspots. We're proud of the unique place we have created and can't wait to share it with you. In Georgetown, you're more than welcome to enjoy Texas-sized culture right here in our more intimate setting.

We may be famous for our Red Poppy Festival that welcomes visitors every spring, but we find a reason to celebrate in every season, from sunset movies at San Gabriel Park to a Christmas Stroll straight out of a storybook. Georgetown welcomes you to share in our traditions and make them part of yours. Whether it's a cool dip in Blue Hole or a day hiking with the kids and even the family dog at Garey Park, everyone is welcome to enjoy the exceptional beauty of Georgetown. With so much in easy reach there is plenty of time to explore or relax in the great outdoors. Our unbeatable parks and connected trails weave the community together just like stitches in a family quilt, uniting neighborhoods, open spaces, and natural wonders.

Founded in 1848, Georgetown serves as the county seat for Williamson County and is home to the oldest university in Texas, Southwestern University. Georgetown has a current population of over 100,000 residents and is comprised of 61.25 square miles within the city limits. With an extra-territorial jurisdiction (ETJ) extending to 119.47 square miles, the population is estimated at just over 125,000 inclusive of extra-territorial jurisdiction (ETJ) residents.

■ ABOUT THE ORGANIZATION

Georgetown is a home-rule city run under the council-manager form of government. The Mayor and seven Council Members hire the City Manager to lead day-to-day operations for the city. Three Assistant City Managers oversee the majority of the city's departments comprised of 1,032 FTEs and an overall city budget totaling \$879 million, of which \$308 million is funding capital projects. In addition to being a full-service city, Georgetown runs a city-owned electric utility and provides water service to a 400 square mile area. Georgetown was recently upgraded by S&P to a AAA tax-supported bond rating, and a positive outlook on the A+ revenue bond rating, highlighting the financial strength and stability of the organization.

For more information, visit the City of Georgetown's website: <https://georgetowntexas.gov>

■ POSITION OVERVIEW

The Assistant Chief Financial Officer manages the financial functions of the City under the general direction of the Chief Financial Officer. The City's financial portfolio includes multiple departments. Accounting services include daily cash management, accounts payable/receivable, external audit, payroll, and administering the Enterprise Resource Planning system and reporting. Budget functions include development, adoption, and monitoring of the budget, and oversight of treasury investment and debt. Utility Billing services include meter connects and disconnects, customer lobby cashiering, setting up new accounts and moving existing accounts, billing for electric, water, sewer, drainage and solid waste services, and administering the utility billing system and reporting. The Finance Department has 70 full-time positions and an operating budget of just over \$20.7 million.

The Assistant Chief Financial Officer may manage areas such as Purchasing, Warehouse, Fleet, Municipal Court, or other special projects as assigned. The Assistant Chief Financial Officer collaborates with other members of the Enterprise Resource Planning system governance committee, and the customer billing system governance committee, on security, business processes, and reporting. The Assistant Chief Financial Officer will also serve as a back-up to the Chief Financial Officer as the Independent Risk Manager for the electric utility.

Key Responsibilities:

- Directs the managers and supervisors of the assigned areas; guides the development and monitoring of annual department work plans; reviews performance measures; provides oversight over department budgets and personnel.
- Provides high level oversight of the preparation of the annual operating and capital budgets, the 5-year capital plan, quarterly financial reports, as well as the annual close of the financial system and year-end external audit; and the related preparation of public documents in compliance GFOA requirements.
- Directs the operations of meter to cash processes; monitors individual and team performance metrics for timely and accurate billing; collaborates with utility, IT and customer care departments to ensure projects are completed and processes are updated for efficiency and accuracy; manages third party utility billing agreements; collaborates with Key Account roles in utility departments.
- Directs compliance with federal, state, and local procurement regulations; collaborates effectively with the Legal department regarding contracts and purchasing.



- Directs, coordinates, and/or assists with various City-wide projects, including analyzing and implementing financial software needs, development related analysis, City-wide work systems evaluation, and other projects.
- Guides the Treasurer with City's debt management program, including preparation of operating statements, drafting bond rating presentations, debt capacity models, and related duties.
- Calculate the City's tax rate and complete other Truth in Taxation activities in accordance with State law.
- Work with departments on development of budget estimates for personnel, benefits, and Internal Cost Allocations for Internal Service Funds.
- Participates in the development of and review of utility cost of service models, rate and fee changes, and 5-year financial models according to fiscal policies.
- Assists with training on processes and financial compliance; makes recommendations to resolve issues and improve procedures, processes and accountability related to financial matters throughout the City departments.
- Prepares City Council and Advisory Board agenda items and presentations as required by law or requested.
- Recommends for hire, supervises, trains and develops staff through review of performance data, conferences, training and counseling. Serves as a role model to all staff for the City's core values and high standards of customer service.
- Serves as the back-up to the CFO's role as the Independent Risk Manager for the Electric Utility and participates in electric risk management meetings, electric board meetings, and City Council executive sessions. Monitors credit worthiness and collateral with counterparties.

■ THE IDEAL CANDIDATE

The ideal candidate must have a high-level of emotional intelligence to cultivate collaborative relationships, quickly navigate and successfully manage competing demands and priorities for a fast-growing city, as well as guide and empower a diverse and high-functioning team that focuses on customer service excellence. Georgetown is looking for a financial steward of public funds and a trusted teammate with a successful track record of identifying challenges and opportunities, effectively utilizing accounting systems and processes, optimizing the use of resources to meet the city's ever-changing needs, and making fiscally sound decisions to ensure the City's ongoing financial transparency, accountability, and sustainability.



Candidates should have prior experience with municipal purchasing and contract management for a wide variety of business and contract types, compliance with federal, state, and local procurement regulations, and able to track and record the process between the financial system and various departments, customers and vendors. Other preferred experience includes:

- Enterprise resource planning software system implementation and upgrades
- Public safety services and meet and confer agreements (Police, Fire, EMS)
- Special Revenue Funds (Hotel Occupancy Tax, Street Maintenance Sales Tax, grants, etc.)
- Special Districts and Economic Development Corporations (MUD, PID, ESD, TIRZ, 4A and 4B)

It is ideal for candidates to have prior financial experience working with municipally owned utilities and billing (Electric, Water, Sewer, Drainage, Solid Waste). Experience includes the entire meter to cash life cycle (new account set up, reads, bills, collections, customer service), managing multiple software vendors (CIS, MDM, Bill Print, Collections), customer billing information system (CIS) implementation or major upgrade, ERCOT Market accounting (purchased power hedges, renewable energy credits, congestion revenue rights, fixed assets, risk), as well as labor capitalization, cost of service studies and utility rates/fees.

The ideal candidate for the new **Assistant Chief Financial Officer** shall have the following core competencies:

Leadership & Communication Demonstrates an enthusiastic approach to work, empowers the workforce and creates an environment where ideas are fostered, and growth potential is nurtured and developed; exhibits engaging and approachable behavior; listens intentionally to understand the needs, viewpoints, and values of others; guides the vision and direction of department by aligning priorities and goals with the organization's mission; possesses strong interpersonal, analytical, written, and verbal communication and presentation skills.

Political Astuteness & Collaboration Has the professional presence and social awareness to successfully engage with employees, city leadership, elected officials, advisory board members, citizens, governmental partner agencies, bankers, financial advisors, and underwriters; handles sensitive situations with tact and diplomacy.



Financial Acumen Demonstrates the ability to manage a financial operation; extensive knowledge of municipal government finance; Generally Accepted Accounting Principles (GAAP), Internal Revenue Service (IRS) regulations; federal grants; investment strategies; meter to cash processes and applicable Texas Administrative Code; experience with TIRZ, MUDs, PIDs; 4A & 4B economic development corporations and agreements; water reservation and purchase agreements; impact fees; cost of service studies, utility rates and fees; bond rating and debt issuance processes.

Adaptable & Managing Change Adapts to ongoing challenges and capable of shifting in various directions due to changes in department priorities or issues; provides updates to city leadership on an ongoing basis; demonstrates a commitment to building an agile workforce that responds and adapts quickly to a changing environment and demands; embraces change for the improvement and successful growth of the organization.

Process Improvement & Strategic Thinking Committed to creating a culture of superior business performance and continuous process improvement; demonstrates the ability to propose and implement creative solutions for unique and complex scenarios; identifies opportunities to achieve effective and efficient project/service delivery; stays abreast of industry software, technology advancements and “best practices” for continued growth and new ways of doing business that add value or cost-savings to the organization.

■ EDUCATION/EXPERIENCE

Candidates shall have a Bachelor’s Degree from an accredited college or university with major course work in accounting or related field, along with five (5) years of full-time increasingly responsible experience in a governmental accounting, municipal budgeting, purchasing/contracting, or utility billing environment and two years (2) of the required experience must have been in a supervisory capacity; OR ten (10) years of full-time increasingly responsible experience in a governmental finance environment, along with five (5) years of the required experience must have been in a supervisory capacity; OR a Master’s Degree in Business, Finance, Accounting, Public Administration, or an applicable field, with three (3) years of progressively responsible experience.

It is preferable for candidates to also have certifications such as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) and/or Certified Government Finance Officer (CGFO), Certified Purchasing Manager (CPM) but they are not required.



■ COMPENSATION AND BENEFITS

The salary range for this position is **\$101,334 - \$133,289** and will be commensurate with the qualifications and experience of the selected candidate. Relocation assistance is also available.

The City of Georgetown provides a comprehensive, cost-effective, health and welfare package that includes the following: medical, dental, life insurance, long-term disability, voluntary vision, flexible spending options, employee assistance program, and deferred compensation programs. The city also provides vacation, sick leave, holidays, funeral leave, jury leave, military leave, injury leave, as well as executive coaching and technical and leadership training opportunities. A retirement plan is provided through the Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the city after the employee is vested at the time of retirement. Vesting occurs after 5 years of employment, and the city has adopted 20-year any-age retirement.

For more information on the City of Georgetown's Benefits Package please visit:
https://georgetowntexas.gov/human_resources/benefits/index.php

■ APPLICATION PROCESS

The deadline to apply is **Friday, January 31, 2025**. To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (*who will not be contacted without prior notice*). Your resume should indicate the size of staff and budget you have managed and reflect both months and years with regards to the employment dates for current and prior positions held.

Please submit your materials to: <https://www.cpsr.us/recruitment/2423>

For additional information about this position please contact:

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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant and strongest backgrounds will be invited to participate in a preliminary screening interview with the consultant. Those individuals determined to be best suited will be invited to participate further in a formal assessment process with the City. Final placement is contingent upon the completion of comprehensive reference and background checks

