



DIRECTOR OF FINANCE



THE COMMUNITY

League City is located near the Texas Gulf Coast, approximately 20 miles southeast of Houston in northern Galveston County and the southernmost part of Harris County. The city is situated on the south shore of Clear Lake and encompasses an area of 53 square miles. The major sectors of the area's economic base include aerospace (NASA), petrochemicals, health care, upscale commercial, boating, and visitor attractions. League City's residents and businesses enjoy easy access to many regional attractions and destinations including Galveston Island, the NASA Johnson Space Center, South Shore Harbour Resort & Conference Center, Clear Lake, University of Texas Medical Branch, Baybrook Mall, Kemah Boardwalk, Hobby International Airport, Downtown Houston, Texas Medical Center, Houston Spaceport, four major shipping ports, and the second largest petrochemical cluster in the world!

Ranked as one of the fastest growing and most desired communities in which to live in both Texas and the U.S., more than 110,000 residents live in League City due to the nationally-acclaimed school system, affordable master-planned communities, family-centric values, 100-year old oak trees, recreational lifestyle, and love for the water. With its distinct and vibrant culture, League City is committed to education, health, public safety, infrastructure, and recreation ensuring that League City will be the place in Texas to live, work, and play for years to come.

THE ORGANIZATION

The City of League City is a progressive, full-service municipal organization operating under the Council-Manager form of government with an at-large Mayor and Council Members. The City Council appoints the City Manager, City Attorney, City Secretary, Municipal Court Administrator, and the City Auditor. The City Manager serves as the chief administrative and executive officer of the City and is responsible for guiding and directing day-to-day operations and oversight of all positions. The City has a staff of approximately 646 FTEs, an operating budget of \$145.14 million and a 5-year capital program approaching \$500 million.

The City of League City staff and leadership collaborated to develop a mission statement regarding the role and purpose of City government, along with a set of organizational values to guide the **SERVICE** of the City's workforce.

- **SUSTAINABILITY** - Optimizing available resources to maintain and improve quality of life.
- **EXCELLENCE** - Reflecting who we are, our values, and our distinctive performance by consistently surpassing expectations.
- **RESPECT** - Appreciating, valuing, recognizing, and caring about what our team and community has to offer.
- **VALUE-DRIVEN** - Exhibiting a high degree of stewardship and accountability.
- **INTEGRITY** - Doing what is ethically and morally correct because it's the right thing to do.
- **CUSTOMER-FOCUSED** - Accessible and responsive to customer needs according to our values with a focus on what is best for all.
- **ENGAGED** - Communicating effectively with external and internal stakeholders to create an environment of trust and collaboration.

DEPARTMENT OVERVIEW

The Finance Department is charged with maximizing the use of financial resources by creating a more efficient system to facilitate the transaction involving the collection, disbursement, and reporting of city funds. This department is responsible for administering the financial operations of the city. It also maintains the city's financial records, the centralized collection area processes payments for water bills, and all other monies associated with city services. The accounting area is responsible for the disbursement of all city fund Transparency Star Graphics including payroll. The Department has an approved annual budget for FY2021 of \$3,157,332 and a great team of employees to include a 25.25 FTEs.

To learn more about the City of League City's Finance Department visit: <https://www.leaguecity.com/2686/Finance>

THE POSITION

The Director of Finance leads and manages a team that oversees the areas of Accounting, Municipal Court, Utility Billing and Purchasing. This Director is responsible for developing and implementing departmental strategic goals, objectives, policies, and priorities. This position prepares and presents materials, reports, and agenda items pertaining to the City's finances and services, as well as serving as the Department liaison with City Council, the Finance Committee, and the 4B Corporation Board. Attendance for Council and Advisory meetings is essential. The Director must have experience in accounting systems, bank reconciliation, capital justifications, fixed assets, general ledger, payroll, accrual accounting, adjusting entries, and accounts receivable and payable. Knowledge of GASB rules and regulations on financial reporting is a key in this role.

Typical responsibilities:

- Directs the financial activities of the City including investments, debt management, revenue collections, procurement, and the annual comprehensive financial report.
- Coordinating various accounting and financial activities with department employees, and communicating with the City Manager, executive team, department heads and other City employees on financial issues.
- Main point of contact for bond issuances, including credit rating calls, preparing official statements and other documents related to the issuance of bonds and other debt instruments.
- Oversees City's contract for the following: assessment and collection of taxes, investment advisor, financial advisor, bank services, merchant services, external auditor.
- Manages contracts and administrative processes related to PIDs, TIRZs, and MUDs including attendance at meetings, reporting, and City contact for debt issuances.
- Manage Big League Dreams contract, including track revenues owed the City.
- Manage 380 agreements, including calculation and processing of payments owed.
- Maintain ongoing knowledge of grants received by the City and accounting implications.

- Manage updates to the Utility Rate and Financial Plan Analysis and oversee implementation of adopted rate increases.
- Prepares and reviews final documents for the annual audit, submitting ACFR for the GFOA Certificate of Achievement and communicates the results to the City Manager and Executive Director.

THE IDEAL CANDIDATE

The ideal candidate shall be a results-oriented and strategic thinker with a successful track record of ensuring consistent and effective execution of accounting systems and processes and optimal use of department and organizational resources to meet the ever-changing needs of a highly visible and complex business unit. This politically astute and experienced leader shall be people-centric and manage with integrity, while also instilling personal and team accountability. The successful candidate will need to use historical data and industry trends to recommend and implement better ways of working together.

Desirable competencies for the **Director of Finance** shall include:

- **Character:** Humility, high level of integrity; fair, friendly and diplomatic demeanor; confident and calm under pressure; fair and honest; professional attire.
- **Adaptable:** Able to adapt to ongoing challenges and capable of shifting in various directions necessary to manage changes; provides information and feedback to staff to an agile department.
- **Financial Acumen:** Manages multiple funding sources and revenue streams; ensures innovative revenue development strategies for sustainability; provides the necessary financial resources to sustain and grow the organization; ensures adherence generally accepted accounting; possess the ability to evaluate and improve processes and procedures to enhance services; demonstrated leadership in financial and cash management, accounting, auditing, investments and debt management; identifies untapped resources.
- **Results Oriented:** Improves and sustains superior business performance; builds high-performing teams that hold themselves and staff accountable for their performance; delegates appropriately; makes financially-sound decisions; optimizes resources and initiates efficient work processes; pursue aggressive goals and work hard/ smart to achieve them.
- **Politically Astute:** Has a sense of presence to successfully engage with the City Leadership & City Council, corporate partners, institutional and agency directors and boards.
- **Strategic Thinking:** Demonstrates the ability to analyze, interpret and effectively identify and solve problems; makes informed decisions, and successfully addresses complex organizational challenges; provide/implement creative solutions and provide direction by clearly and effectively setting courses of action.



- **Communication:** Excellent written and oral communication skills with a proven ability to successfully communicate highly technical issues to any audience; exceptional listening skills; provide presentations on various financial matters; listens attentively to understand the needs, intentions and values of others.
- **Talent Management:** Demonstrates the ability to foster a progressive and diverse workforce, have a good sense of the morale; attract, align, and professionally develop employees; provide opportunities for continued growth and develops a succession plan; instills an empowering workforce and creates an environment where ideas are fostered and nurtured.
- **Forward-Thinking:** Fosters a vision and direction for department; seeks “best practices” and trends for continued growth and relevance; develops short and long-range plans, strategies, priorities, goals and objectives, along with forecasting and data/trend analysis.

EDUCATION/EXPERIENCE

Bachelor’s Degree in Accounting, Finance, or Business Administration or in a related field required. Seven years of experience in Finance Administration required, and at least 5 years of Municipal Government experience preferred. An equivalent combination of education and experience noted above is acceptable. Master’s Degree, and/or CPA preferred. Familiarity with Tyler MUNIS is highly desirable.

COMPENSATION AND BENEFITS

The salary range for this position is **\$104,750 - \$157,120** and is commensurate with qualifications and experience of the successful candidate. The City of League City also offers an excellent array of benefits. **For more information, visit the City’s benefits website: <https://www.leaguecity.com/3760/Employee-Benefits>.**

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

First review of resumes begins on **Monday, August 23, 2021**. 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.cpsr.us/recruitment/1815> .

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CPS HR  CONSULTING

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant. The City anticipates holding semi-finalist interviews “virtually”, and final round interviews in person. Media checks will be performed on all screened candidates, and a comprehensive reference and background check will be done on the final selection.



The best place to live, work, and play.