

DIRECTOR OF FINANCIAL SERVICES



This is a great opportunity for a highly skilled financial leader that is committed to providing an enhanced level of service with professionalism, innovation, respect, integrity, and teamwork.





THE COMMUNITY

Missouri City, Texas, known as the “Show Me” city, has a population of over 80,000 and is conveniently situated 20 miles southwest of downtown Houston. The city covers 29.8 square miles and is easily accessible by major transportation thoroughfares including US 90A, Beltway 8 (Sam Houston Tollway), Fort Bend Toll Road, and State Highway 6. Most of the city is located in Fort Bend County with a small portion of the city in Harris County. Missouri City has easy access to both Houston airports (William P. Hobby Airport & George Bush Intercontinental Airport) and is less than 60 miles from Galveston. This location provides easy access to Texas Medical Center and other Houston facilities.



Missouri City is respected nationwide for its high-quality development requirements, evidenced by its designation as a Platinum Scenic City by Scenic Texas, a program that honors cities excelling in fostering a sense of pride in their communities by utilizing strict ordinances and regulations that preserve the City’s visual environment. Missouri City is one of nine cities to have received this designation in Texas and the only city in the Houston region. It should be noted that, unlike neighboring Houston, Missouri City has been zoned since 1981.

Missouri City is a very diverse community and provides a high quality of life. Despite the size of its population, it has the feel of a small close-knit community. Residents of Missouri City enjoy a high quality of life that combines the advantages of a major metropolitan area with the comfortable atmosphere of a smaller community. The City has 20 parks totaling 393 acres and a state-of-the-art Recreation and Tennis Center that houses a cardio and weight room, gymnasium, batting cages, multi-purpose rooms, locker rooms, and tennis courts. The City also owns an award-winning 36-hole golf course and meeting facility.

Missouri City is served by two public school districts: Fort Bend ISD and Houston ISD. There are also seven private schools available within the City. There are eight community colleges within 50 miles of Missouri City, with the closest being the Houston Community College campus in nearby Stafford. Additionally, Houston is home to numerous colleges and universities including the University of Houston, Rice University, Texas Southern University, Houston Baptist University, and the University of St. Thomas.

With easy access to the Texas Medical Center and other Houston facilities, Fort Bend County is home to some of the most progressive health care networks in the region. Nearby hospitals include Methodist Sugar Land Hospital, St. Luke’s Sugar Land Hospital, Texas Children’s Health Center, Memorial Hermann Southwest, and Memorial Herman Sugar Land. Missouri City is also located a short drive from the world-renowned Texas Medical Center.

The median home value in Missouri City is \$253,225 and the property tax rate is \$0.573750 per \$100 of assessed value. The median age is 39, and 47% of residents hold a bachelor’s degree or higher with a median household income of \$98,756.

GOVERNMENT

The City of Missouri City operates under a Council-Manager form of government. The Council is comprised of a Mayor, elected at large, and six Council members. Two Council Members are elected at-large and four elected from single member districts. The City Council appoints the City Manager to lead and manage the day-to-day operations of the organization.

The City Manager oversees the work of 428 full-time employees, and a FY 2023 annual budget of \$199,316,434 which includes a General Fund Budget of \$72,648,897. The City is comprised of 13 departments including General Government, Police, Fire & Rescue, Financial Services, Municipal Court, Economic Development, Public Works, Development Services, Parks & Recreation, Human Resources & Organizational Development, Communications, Innovation & Technology, and the newly created Neighborhood Services. The Leadership Team is working to build a high-performance organization that is customer-focused.

The City Council adopted a strategic plan which serves as an action-oriented road map. This plan continually and intentionally focuses and aligns City resources towards achieving the long-term vision of the community. This plan was a culmination of months of preparation, creative thinking, and documentation of the structure and methods the City uses to guide its decisions. This plan also provides context to the complex public policy and resource allocation questions that may arise. The City has established strategic steps and objectives to accomplish the adopted goals.



CITY OF MISSOURI CITY'S 2023 STRATEGIC GOALS

Create a Great Place to Live

To create a safe, beautiful, active, diverse, unified, and known destination as a place to live.

Maintain a Financially Sound City Government

To maintain a financially sound organization through effectiveness, quality services, infrastructure and growing the base.

Grow Business Investments in Missouri City of Missouri City

To grow more businesses and jobs, as well as optimizing business retention and expansion in Missouri City.

Develop a High-Performance City Team

To develop employee performance through working together and producing results.

Have Quality Development Through Build Out

To create active lifestyle centers, build and maintain high quality neighborhoods and housing, and ensure effective mobility.

To learn more, go to: <https://www.missouricitytx.gov/>



THE DEPARTMENT

Missouri City's Financial Services Department is responsible for providing Accounting, Treasury, Budget & Performance Management, and Procurement services to city departments, management, and other stakeholders. The department ensures that programs are effectively administered, financial reporting needs are met, and internal controls for payments and receipts are established to minimize business risks. In addition, the department is accountable for establishing, monitoring, and updating the City's fiscal and procurement policies to ensure they are responsive in the current environment, as well as in compliance with applicable Federal, State and local regulations. The department has 18 full-time positions and an operating budget of just over \$2.5 million.

The mission of the Financial Services Department is to excel at being forward thinking while maximizing efficiency and maintaining the highest level of integrity. The department serves as a financial resource to the citizens, employees, and other stakeholders by implementing sound and innovative practices in accordance with federal, state, and local guidelines.

The Financial Services Department is focused on being "stewards of public funds" which is evidenced by clean audit opinions and the recent bond rating upgrade to the second highest level Aa1 by Moody's.



The department has earned both the GFOAs Distinguished Budget Presentation Award and Certificate of Achievement for Excellence in Financial Reporting in excess of 30 consecutive years. The City has also received the Texas State Comptrollers Transparency Star for Traditional Finances and Debt Obligations.

The department is committed to creating a culture of performance and leadership at all levels, continuous improvement, accountability, and transparency to improve organizational outcomes. This includes managing the annual Business Planning Process and the development and monitoring of key performance indicators (KPIs) that track the City's progress. The City utilizes a performance dashboard tool that links and measures the City's current initiatives and key performance indicators to the objectives and strategic focus areas as outlined in the City's Updated Strategic Plan. The Dashboard allows the public to view performance measures and the status toward meeting those measures.

Missouri City's Goal Performance Dashboard: <https://missouricity.clearpointstrategy.com/>

The Financial Services Department is a highly trained, collaborative, proactive team of professionals that is results-oriented, ensuring the highest ratings, as reflected in bond ratings, awards received, and responses from our Customers.

THE POSITION

The Director of Financial Services is a member of the City's Leadership team and reports to an Assistant City Manager. He or she is the senior level professional in the department and will provide leadership and direction to the Financial Services Department in a manner that is consistent with the City's strategic plans (as defined City Management and City Council) policies, and all applicable laws.

A Few Key Areas of Responsibility:

- » Provides oversight for all financial transactions conducted by the City including long-term financial planning, cash and investment management, procurement, and debt financing for the City's Capital Improvement Program including the coordination with the City's financial advisor, underwriters, and bond attorneys.
- » Assists in planning and leading bond meetings with rating agencies and oversee preparation of all documents needed for such ratings.
- » Directs and coordinates the municipal budget process.
- » Oversees the City's performance management program and assists departments with the development of goal measures and performance measures in alignment with the City's vision, mission, and goals.
- » Oversees and manages the City's financial reporting function including coordinating performance of annual City audits and preparation of the Annual Comprehensive Financial Report.

- » Ensures the City's compliance with regulations governing municipal finance activities.
- » Participates in the analysis of the fiscal impacts, as well as the risks and uncertainties associated with proposed economic development plans, strategies, or individual projects.
- » Participates in the negotiation process for economic development agreements and monitors compliance with ongoing development agreements.
- » Oversees financial activities and often serves as liaison for the Tax Increment Reinvestment Zones (TIF), Public Improvement Districts and assists in negotiating development incentive agreements.
- » Responsible for all department employee hiring, promotion, termination, management, supervision, performance (accomplished through evaluations, coaching and all levels of discipline), as well as training and development.

IDEAL CANDIDATE

The ideal candidate shall have the political aptitude and emotional intelligence to make financially and ethically sound decisions ensuring the City's financial transparency, accountability, and sustainability. This highly collaborative leader shall have exceptional interpersonal and analytical skills to bring credibility to the role and can quickly establish mutual respect and trust with City Leadership, City Council, and department staff. The new Director must have a successful track record of identifying challenges and opportunities, effectively utilizing accounting systems and processes, as well as optimizing the use of resources to meet the ever-changing needs of the organization. The ideal candidate must also possess strong management skills to modernize specific functions and re-design the organizational structure to ensure programs and services are delivered effectively and efficiently, that problems get resolved, and details are appropriately covered.

Results Oriented – Improves and sustains superior business performance; ability to manage competing priorities effectively; ability to lead a team of financial professionals through departmental process; makes financially-sound decisions and pursues aggressive goals and works hard/smart to achieve them.

Problem-Solving and Strategic Thinking – Demonstrates the ability to manage a financial operation; perform in-depth analyses and research; develops innovative solutions.

Leadership & Management – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered, and growth potential is nurtured and developed; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.

Political Aptitude & Collaboration – Has the ability to maintain effective working relationships with management, elected officials, partner cities, employees, bankers, advisors, underwriters and citizens, bridges roles and responsibilities within the department.

Financial Acumen – In-depth knowledge of the principles and practices of debt issuance and management, debt instrument structuring, preferably instruments utilized in municipal government; finance and investment strategies and management; experience with TIRZ, MUDs, PIDs and evaluating economic development agreements.

Effective Communicator – Strong interpersonal, analytical, written, and verbal communication and presentation skills: 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, strong computer skills for spreadsheet design, complex modeling, word processing applications, and remote collaboration.

EDUCATION AND EXPERIENCE

Candidates must have a bachelor's degree in finance or closely related field from an accredited college or university and a minimum of 5 to 7 years of relevant professional experience. A master's degree and certifications such as a Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) and/or Certified Government Finance Officer (CGFO) are also *preferred, but not required*.

The salary range for this position is **\$124,000-\$150,000-\$171,000** and will be commensurate with the qualifications and experience of the successful candidate. The City also offers an attractive and comprehensive employee benefit package which can be accessed at: <https://www.missouricitytx.gov/232/Compensation-Benefits>

APPLICATION PROCESS

The **final** resume review is **Monday, June 12, 2023**. To be considered, please submit a detailed resume, cover letter, and six work-related references. 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.

To review more information on the position, and to submit your materials visit: <https://www.cpshr.us/recruitment/2201>.

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 qualifications will be invited to interview with the consultant, following which the most qualified candidates will be referred to the City for further consideration.

