

TRAVIS COUNTY, TEXAS

# Finance Director

Transportation and  
Natural Resources (TNR)



TRAVIS COUNTY

Travis County's Transportation and Natural Resources (TNR) department is seeking candidates to fill the Finance Director position and come work for one of Forbes' 2019 Best Large Employers in Austin, Texas. ***This position is eligible for a remote/hybrid work schedule!***





## Job Summary

The Finance Director is a vital member of the TNR senior leadership team. As a direct report to TNR's County Executive and Chief Deputy, the Finance Director plans, directs and manages the financial operations of a large and highly complex department, having multiple programmatic areas and divisions, including managing the staff and functions in accordance with Generally Accepted Accounting Principles (GAAP) and Federal, State and Local laws and policies. This role will also be responsible for the preparation and distribution of complex periodic financial statements, budgets, forecasts and trends analysis, revenue and expenditure projections, and other financial activities, as well as overseeing grant development and reporting, contracts and purchasing, and accounting functions. The department budget is just under \$100 million excluding capital.

The previous Finance Director is retiring after a 30-year career with Travis County. The new leader must be able to optimize the use of organizational resources and also possess strong management skills to successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an, efficient, and quality manner.

### The ideal candidate . . .

- Has strong customer service skills
- Has experience reviewing the work of others
- Is familiar with applicable local, state and federal regulations
- Is an effective communicator
- Is a relationship builder
- Is results-oriented
- Has political savvy skills
- Knows how to build consensus
- Is resourceful
- Is timely
- Is collaborative
- Is objective
- Is resilient

## Distinguishing Characteristics

This is the fifth in a series of five professional financial analyst-related job classifications within the Finance job family. The incumbent typically performs a wide range of highly complex duties that requires the application of standard financial theories, principles, and techniques, and requires the appropriate skill levels including advanced skill levels in computer, analytical and communication skills. This classification performs the highest complexity work planning, directing and managing the financial staff and operations of one of the largest County departments. Incumbents in this classification have the broadest scope of operational and staff responsibility and manage all aspects of the departments financial reporting, budgeting, financial trend analysis and all other financial activities. Incumbents have extensive experience with capital projects, grants, interlocal agreements and fund accounting. This classification is distinguished from other financial job classifications in that incumbents typically have authority for hiring, training, developing, and evaluating other financial and/or accounting staff, in addition to managing the everyday operational aspects of one of the largest financial divisions. Duties require the highest degree of initiative and independent judgment. This classification may require a flexible work schedule in order to meet the needs of the department.

## What responsibilities will you be expected to do in this role?

- Plans, directs, implements, and evaluates all operational aspects of finance, accounting, financial reporting and budgeting for one of the largest County departments. Oversees and directs preparation of, reviews, and evaluates financial reports, policies, procedures, compliance and information. May also direct activities related to purchasing or other functions.
- Manages all aspects of staffing related to the department's financial positions. Maintains responsibility for hiring, training, developing, performance evaluation and disciplinary actions of the financial staff. Monitors and confirms activities are consistent with financial and other goals and objectives. Seeks and creates opportunities for improved performance, learning and development of staff and identifies and addresses problems or conflicts.
- Conducts strategic financial planning. Forecasts future staffing, technology, and other needs and makes recommendations to top management. Researches new financial processes, develops financial policies and procedures to meet changing needs.
- Conducts specialized financial analysis and reports for the department. Analyzes historical revenue and expenditure trends and forecasts future trends. Prepares and presents recommendations to other high-level management, including the department head, the Commissioners Court and external organizations.
- Oversees and develops annual departmental budget submission. Monitors expenditures and revenues and directs preparation of budget transfers, as required.
- Serves as primary financial resource for departmental management and staff. Represents the department before Commissioners Court, other departments, staff, external organizations and the public and responds to financial inquiries. Provides technical information, presents solutions to financial problems and shares information to remain abreast of laws, regulations, trends, and developments.

## Minimum Qualifications

Bachelor's degree in Finance, Accounting or a directly related field AND ten (10) years of increasingly responsible professional level financial analysis or accounting experience, including four (4) years of supervisory or management experience. Master's degree is preferred in Finance, Accounting or a directly related field, and may substitute for two (2) years of the required experience.

## What We Prefer

Certified Public Accountant (CPA), Master of Business Administration (MBA), or any other relevant Certification.







## Compensation and Benefits

The approved salary range for this position is **\$95,000 - \$125,000**, and is commensurate with the qualifications and experience of the selected candidate. Travis County offers excellent benefits, including a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8 year vesting schedule. Travis County now also provides benefits to employees for Paid Parental Leave. ***This position is eligible for a remote/hybrid work schedule! Travis County prides itself on offering opportunities of advancement for current employees as well.***

For more information on employee benefits, visit the County's benefits page:  
<https://www.traviscountytx.gov/human-resources/jobs/benefits>.

## Application Process

**The final filing date is Friday, September 16, 2022.** To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to:  
<https://www.cpshr.us/recruitment/2063>.

For additional information about this position please contact:

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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, following which, the most qualified candidates will be referred for interviews with the County. A comprehensive reference and background check will be performed on the final candidate.