

## **Finance Director**

### **City of Dalhart, Texas**

**Salary:** \$75,000 - \$90,000, based on qualifications

The City of Dalhart is seeking a skilled and experienced Finance Director to join our team and lead the financial operations of the city. This role reports directly to the City Manager and is responsible for overseeing financial reporting, budgeting, capital projects, and safeguarding the City's assets. The City is home to almost 8,500 residents and has an annual budget of \$9 million. The Finance Director will play a crucial role in ensuring the City's fiscal health through strategic financial planning, managing municipal funds, and providing key financial insights.

Key Responsibilities include; Serve as the Chief Financial Officer and advisor to the City Manager and Mayor, lead the preparation and management of the City's operating and capital improvement budgets, oversee accounting, financial reporting, and compliance with state, federal, and local regulations, ensure accurate revenue forecasting, debt service planning, and financial analysis, manage the City's investment portfolio in accordance with the City's Investment Policy and supervise and provide guidance to utility billing and finance staff.

This position requires a bachelor's degree from an accredited college or university in accounting, finance, public administration, political science or a related field (Associate's degree with experience also considered). Minimum of 5 years of progressive experience in municipal finance, including 3 years in a supervisory role. Strong knowledge of governmental accounting standards (GAAP & GAAS). Experience in financial management within a governmental agency is required. Candidates must also have or be able to obtain a Texas driver's license and must be bondable. An equivalent combination of education and experience sufficient to perform the responsibilities of the position may be considered.

### **About the City of Dalhart:**

Located in the Texas Panhandle, the City of Dalhart offers a unique blend of small-town charm with a thriving local economy. Dalhart serves as a key hub for agriculture, ranching, and industry in the region, with strong community values and a welcoming atmosphere. Dalhart is known as the site of the XIT Ranch and an epicenter of the Dust Bowl. The City provides residents with excellent quality of life, affordable living, and access to a range of recreational opportunities. Joining Dalhart means becoming part of a vibrant, close-knit community that values progress, stability, and growth.

The Panhandle Regional Planning Commission has been contracted to assist the City with this search. A full job description can be found at <http://theprpc.org/city-of-dalhart-FinanceDirector.pdf> and city description at <http://theprpc.org/dalhart-CityDescription.pdf>. To apply for this position, send a cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Director, Panhandle

Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79105 or email the full document package directly to [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). Address questions to Alex Guerrero at 806-372-3381 or email at [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). Deadline: October 27<sup>th</sup>, 2024 or until the position is filled.

**Apply today to lead and grow with the City of Dalhart!**



## City of Dalhart Job Description

### Finance Director

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**FLSA Status:** Exempt

**Department:** Finance

**Reports To:** City Manager

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#### Purpose

The Finance Director, under general direction of the City Manager, oversees and coordinates all activities and functions for areas of responsibility to include general ledger, financial reporting, fixed assets, capital projects, taxes, and budgeting. The Finance Director establishes, maintains, and drives continuous improvement of internal accounting and administrative controls for safeguarding of the City's assets. The Finance Director must exercise considerable independent judgment and initiative in planning and directing the fiscal control system. Work is performed in accordance with established municipal finance procedures, local ordinances and Texas General Statutes governing the responsibilities of local government accountants. The Finance Director will coordinate assigned activities with other City departments and outside agencies as necessary and will provide administrative support to the City Manager and Mayor at a high level normally associated with the municipal responsibilities of a Department Head.

#### Essential Duties & Responsibilities

- Plans and organizes the disbursement and accounting of municipal funds, billing, and preparation of monthly, quarterly, and annual reports.
- Serves as Chief Financial Officer and principal financial advisor to the City Manager and Mayor; provides leadership, direction, and guidance in financial strategies and priorities; evaluates and analyzes financial data and develops solutions to ensure the City's financial health.
- Works with the City Manager in the formulation of City financial policies.
- Manages receipt and investment of City revenues.
- Oversees and participates in risk management functions.
- Coordinates preparation of the general operating and capital improvements budgets along with necessary tax notices and calculation of the tax rate.
- Reviews departmental budget requests for accuracy and justification of resource allocation and expenditures.
- Reviews and monitors ongoing administration of budget, monitors revenues and expenditures.
- Reviews budget system and financial conditions and develops methods of improvement.
- Records, classifies, and summarizes financial transactions and events in accordance with Generally Accepted Accounting Principles and Generally Accepted Auditing Principles governing Public Sector financial management.
- Directs timely month-end and year-end closing processes of financial information.
- Coordinates the completion of accounting projects as directed by the City Manager.

- Prepares council presentations relating to accounting, tax and budgeting.
- Coordinates and develops quarterly and annual financial reports, to include the City's Annual Comprehensive Financial Report and Single Audit if required, in compliance with governmental accounting and auditing and financial reporting standards.
- Assists the auditors during the annual audit of City financial records; follows up on findings to improve financial systems.
- Prepares and reviews filings required by other governmental agencies to ensure compliance with Federal, State and local regulations.
- Invest and monitor the City's financial assets in accordance with the City's Investment Policy and State Law.
- Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.
- Maintains knowledge of information and system relevant to the entire billing process; provides backup to areas of the billing process as needed and directed; prepares and distributes monthly billing statements as required.
- Provides back up and assistance with customers' various needs around utility and billing; addresses any questions or concerns or directs the request to the appropriate person; handles all general inquiries regarding general City questions.
- Issues work orders for utility service connection, disconnection, or repairs; dispatch utility service crews to implement service; follows all department policy and process; logs and maintains accurate files as required.
- Always maintains a high level of professionalism and confidentiality.
- Supervises two Utility Billing Clerks, one Finance Clerk, and one Financial Analyst.

### **Qualifications**

Any combination equivalent to experience and training that provides the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

- A bachelor's degree, or higher is preferred, from an accredited college or university with major course work in accounting, finance, public or business administration, or a related field.
- The minimum education requirement is an associate's degree from an accredited college or university with major coursework in accounting, finance, public or business administration, or a related field.
- At least five years of increasingly responsible experience in professional municipal finance positions including three years of supervisory administrative responsibility.
- Financial management experience in a governmental agency is required.

### **Equipment & Property**

This position utilizes office machinery, such as a multi-function center copier/scanner, desktop computer, and telephones.

### **Physical Demands**

The employee is constantly required to listen, see, sit, stand, talk and walk. Frequently, s/he is required to lift up to 10 pounds. Occasionally, s/he is required to lift up to 25 pounds.

**Work Environment**

The noise level in the work environment is low to moderate.

**Salary**

\$75,000 to \$90,000 depending on qualifications.

**Benefits**

- Texas Municipal Retirement System (TMRS), Tier 1 mandatory employee contribution of 5% per pay period - City match 2:1 (upon retirement).
- 100% Employer paid Medical Insurance. Dental, vision, and spouse/dependent coverage is at employee's cost.
- \$20,000 covered life insurance, option to add additional life insurance up to 3x employee's salary.
- Paid vacation and sick time accrual.
- Paid City holidays.