



CEDAR PARK TEXAS

DIRECTOR OF FINANCE

CITY OF CEDAR PARK





THE COMMUNITY

Located just 17 miles northwest of downtown Austin, Cedar Park is one of the fastest-growing cities in Central Texas and the third largest in the Austin metropolitan area. With a population of more than 83,000, it offers the perfect balance of hometown charm and modern amenities, set against the backdrop of the scenic Texas Hill Country. Cedar Park has been nationally recognized as one of the “Best Suburbs for Growing Families” and “Best Small Cities in America,” thanks to its outstanding schools, safe neighborhoods, and exceptional quality of life.

Cedar Park’s thriving economy is home to a growing roster of high-tech companies, advanced manufacturing firms, and major employers, making it an ideal location for corporate headquarters and entrepreneurial ventures alike. The city offers over 1,000 acres of parkland, 31 miles of trails, and a vibrant mix of cultural and entertainment venues, including the H-E-B Center and the soon-to-open Bell District, a transformative mixed-use development featuring a \$31 million library. With its pro-business climate, strong civic leadership, and commitment to smart growth, Cedar Park continues to attract residents and businesses seeking opportunity, innovation, and a high quality of life.





GOVERNMENT

The City of Cedar Park operates under the council–manager form of government, in which a volunteer Mayor and six at-large Council Members set policy and direction, while an appointed City Manager serves as Chief Administrative Officer, overseeing the day-to-day operations of the City. The City Manager, Brenda Eivens has been with Cedar Park since 1996 and has served in her current role since 2006, providing rare stability and deep institutional knowledge. She leads a seasoned management team that includes three Assistant City Managers responsible for a broad portfolio of city services, from development and public works to finance, human resources, community affairs, parks, recreation, and the library.

Working closely with the Mayor and City Council, the City Manager’s Office guides a full-service municipal organization known for innovation, forward-thinking leadership, and the implementation of best practices in local government. Cedar Park’s fiscal stewardship is equally strong, maintaining a AAA credit rating from S&P Global, the highest possible rating, which allows the City to issue debt at lower interest rates and maximize taxpayer value. This achievement places Cedar Park among a select group of Texas municipalities recognized for exceptional financial management.





THE DEPARTMENT

The Finance Department is responsible for the collection, investment and disbursement of all City funds, preparing the annual budget and audit, processing the City's payroll, managing water/wastewater Utility Billing, monitoring City purchases, and administering the City's depository agreements and transactions.





THE POSITION

The Director of Finance serves as the City's chief financial strategist, providing leadership, oversight, and direction for all financial operations. Reporting to the Assistant City Manager, this role manages the Finance Department and Utility Billing Division, overseeing key functions including budgeting, accounting, payroll, treasury, investments, purchasing, financial reporting, and utility billing. The Director ensures the City's fiscal integrity, transparency, and sustainability, aligning financial policies and practices with the City's mission and long-term goals. This position works closely with the City Management team, City Council, and department heads to provide sound financial guidance, support strategic initiatives, and maintain compliance with applicable laws, regulations, and governmental accounting standards.





ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manage the development and implementation of financial goals, policies, and procedures aligned with the City's mission and long-term strategic plan.
- Provide strategic advice to the City Manager, City Council, and department heads on fiscal issues, budget priorities, and long-range planning.
- Coordinate with other departments to support financial planning and compliance.
- Direct the preparation, implementation, and administration of the City's annual operating and capital budgets.
- Conduct financial forecasting and long-range planning.
- Manage investments and purchasing policies.
- Prepare and present financial information and reports to city leadership, City Council, boards, and public stakeholders in a clear and accessible manner.
- Ensure compliance with all federal, state, and local laws along with governmental accounting standards including GAAP and GASB.
- Oversee the City's financial reporting, including the preparation of the Annual Comprehensive Financial Report (ACFR) and other financial disclosures.
- Serve as the primary point of contact for the City's independent auditors and manage the annual audit process.
- Forecast and monitor expenditure and revenue trends and provide timely financial forecasts and performance reports.
- Oversee billing, collections, and tax administration.
- Manage treasury functions including investment of City funds in accordance with the City's investment policy
- Provide strategic oversight and daily direction to finance team members including Accounting, Budget, Purchasing, Payroll, and Utility Billing.
- Lead, mentor, and develop Finance and Utility Billing staff through training, performance management, and career development strategies.
- Ensure the implementation and maintenance of effective internal controls.
- Oversee procurement and purchasing functions to ensure fairness, transparency, and compliance





KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of governmental budgeting, accounting, auditing, and financial reporting practices.
- Familiarity with Texas laws and regulations applicable to municipal finance.
- Proficiency with enterprise resource planning (ERP) systems and financial software.
- Understanding of fund accounting, grants, and government procurement.
- Understanding tax revenue, bond issuance, and intergovernmental transfers.
- Ability to present complex financial information clearly to non-financial audiences.





EDUCATION AND EXPERIENCE

Qualified applicants will have a Bachelor's Degree in Accounting, Finance, Public Administration, Business Administration, or a related field required, plus seven (7) years of progressively responsible experience in government finance or accounting, and at least three (3) years in a leadership or management role. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities will be considered.

Certifications

A Certified Public Accountant (CPA) licensed in Texas or Certified Government Finance Officer (CGFO) certification is strongly preferred.





THE IDEAL CANDIDATE

The ideal candidate should be a collaborative and forward-thinking leader with a proven ability to manage complex municipal financial operations. They should bring deep knowledge of governmental budgeting, accounting, auditing, and financial reporting, along with a track record of implementing effective fiscal policies and internal controls. Skilled in strategic planning and problem-solving, the ideal candidate should be adept at presenting complex financial data in a clear and accessible manner to diverse audiences, including City leadership, City Council, boards, and public stakeholders.

The ideal candidate should be a strong mentor and team builder, capable of inspiring and developing staff across multiple functional areas. The successful candidate will be committed to transparency, ethical practices, and delivering exceptional public service, with the ability to balance long-term financial sustainability with the needs of a growing community.



SALARY

Cedar Park is offering a competitive salary commensurate with experience and a comprehensive benefits package, including participation in the Texas Municipal Retirement System.

HOW TO APPLY

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: CPDF25

Affion Public
PO Box 794
Hershey, PA 17033
717-214-4922
www.affionpublic.com

EQUAL OPPORTUNITY STATEMENT

The City of Cedar Park is committed to building a workplace community where inclusion is valued and celebrated. We're proud to be an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neuro-diversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

The City of Cedar Park is committed to providing reasonable accommodations to qualified individuals with disabilities during the employment application process. To request an accommodation, please contact Human Resources at (512) 401-5258, or by email at hr@cedarparktexas.gov.

