

*City of Missouri City, TX*

# DIRECTOR OF FINANCE



*1522 Texas Pkwy • Missouri City, TX 77489*



## The Community

Missouri City, known as the “Show Me” city, has a population of over 70,000 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 in Harris County. Missouri City is a short drive from both major Houston airports and less than 60 miles from Galveston.

Since being incorporated in 1956, Missouri City has seen tremendous economic growth. Major employers include Niagara Bottling Company, Warren Alloy Valve & Fitting Company, Southwest Electronic Energy, LT Foods USA, Flair Flexible Packaging, Ben E. Keith Food, and Twin Star Bakery. Missouri City is currently experiencing significant growth and industrial / warehouse development along US 90A and Beltway 8. Business Park 8Ninety has recently broken ground. Park 8Ninety is a 127 acre site with capacity for 1.75 million square feet of Class A industrial. This project begins on the heels of the highly successful Lakeview Business Park, which is a 168 acre business park that is reaching full buildout.

Missouri City is respected nationwide for its high-quality development requirements. It is designated 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. Missouri City is only 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 a zoned city since 1981.

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 facilities.

## Recognitions and Accolades

- 2014-The City has received the Distinguished Budget Presentation Award from GFOA for the past 26 consecutive years.
- 2014-The City has received the GFOA CAFR Certificate of Achievement for Excellence in Financial Reporting Award 31 consecutive years.
- Recognized nationally as one of the Safest Cities in America by Congressional Quarterly.
- One of the Best Places to Live in America by CNN/Money magazine.
- **Rice University report indicated that Missouri City surpassed Houston as the region’s most diverse city.**

## Government

The City functions as a Council-Manager form of government. The City Council appoints the city manager as the Chief Executive Officer who reports to the City Council. The City Council is composed of a Mayor and six Council Members serving staggered two-year terms. Under provisions of the Charter, the City Council enacts local legislation, adopts budgets, determines policies and appoints the city manager, city secretary, and city attorney.

## The Department

The Finance Department has a general responsibility for the financial administration of the city. It provides managerial, analytical, and administrative support for all the departments of the city. Its functions include:

- Budget preparation, coordination, and monitoring for compliance
- Payment of all invoices
- Providing for centralized cash receipts and accounts receivable
- Purchasing goods and services on behalf of the city
- Recording and documenting all financial transactions, fund investments, and debt management
- Risk management
- Tax collection

The Finance Department is also responsible for the annual preparation of budget documents presented to the City Council. It assists in audits, the preparation of the Annual Comprehensive Financial Report and other financial reports of the city. The Finance Department organizationally functions with three separate divisions: Administration; Purchasing, and Accounting & Budget

**The City is rated “Aa-2” by Moody’s Investor Service, Inc. and “AA-” by Standard & Poor’s Ratings Group.** The Finance department has won the Distinguished Budget Presentation Award for sound financial management and fiscal responsibility from the Government Finance Officers Association of the United States and Canada for 27 consecutive years and the Certified Annual Financial Report Award from Government Finance Officers Association for 30 consecutive years.

## The Position

The Director of Finance directs, plans, manages, and supervises all functions and operations of the Finance Department to include debt management, municipal utility districts, cash management, tax increment reinvestment zone, grants, municipal management districts, administration, and budget development /management.

## Essential Duties and Responsibilities

- Performs on-going evaluations of work program objectives, effectiveness, efficiency and practicability as well as align city/department resources optimally and appropriately;
- Recommends and provides input for City policy development and approval and making final decisions for implementation of City policies;
- Responsible for all department employees in regards to hiring/promoting/termination, management/supervision, performance (accomplished through evaluations, coaching and all levels of discipline), as well as training and development;
- **Responsible for departmental financial decisions including development of the department’s proposed budget, monitoring of the department’s budget and departmental expenditures;**

## Education and Experience

A Master's Degree in Finance or related field from an accredited college or university and five years of relevant professional experience is required. An equivalent combination of education, training and/or experience may be considered.

## Licenses and Certifications

A Certified Public Accountant (CPA) License is preferred.

## The Ideal Candidate

The ideal candidate should possess a strong proficiency in municipal accounting and finance and serve as the key contact for all financial issues. The successful candidate should have experience in debt management, municipal utility districts, cash management, tax increment reinvestment zone, grants, municipal management districts, administration, and budget development /management; experience with MUD and PID will be beneficial. The ideal candidate must be able to streamline operations, increase efficiency, be a team player and provide direction and management to the department and work closely with City management.

The ideal candidate should demonstrate superior management skills and have the ability to make strategic decisions pertaining to staff and procedures within the department. This person should possess the capacity and interest to be an effective mentor and leader for staff; developing and strengthening relationships across departmental lines. The ideal candidate must be able to set a positive example of competence, teamwork, professionalism, energy and work ethic to the department. Advanced written and oral communication skills are imperative for this position.

## Salary

The City of Missouri City is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for a successful out of area candidate.

## How to Apply

Applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: MCDF

Affion Public  
2120 Market Street  
Camp Hill, PA 17011  
888.321.4922  
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[www.affionpublic.com](http://www.affionpublic.com)



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