

THE CITY OF TEXARKANA, ARKANSAS
is accepting applications for the following position:

Finance Director

Full Time

JOB OBJECTIVE:

To plan, organize, and direct the work of the Finance Department and provide the City Manager and the Board of Directors with timely information regarding the fiscal condition of the City.

SUMMARY OF ESSENTIAL DUTIES:

- Establish departmental goals and objectives. Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective financial services for the City.
- In conjunction with the City Manager, prepare and administer the City budget in accordance with Arkansas municipal finance law.
- Develop budgeting, accounting, and reporting systems in compliance with professional standards. Prepare adopted budget in a format conforming to the GFOA Distinguished Budget Awards program.
- Advise City Manager on fiscal issues. Provide financial advice and assistance to the City Manager, Department Managers and Board of Directors as directed.
- Maintain a system of control to ensure that expenditures do not exceed budgetary appropriations and keep the City Manager and Department Managers advised of financial conditions of their programs through standard reporting systems.
- Establish procedures to ensure strong fiscal controls; monitor and audit cash handling procedures in all departments.
- Provide oversight of the accounting process. Ensure systems and processes exist for timely and accurate reporting. Ensure internal controls are adequate to protect the City's financial interests. Ensure that the accounting system is operating as designed and regularly updated to perform in an efficient manner. Ensure accounting system can provide reports in an efficient manner for City Manager and Department Managers. Provide oversight and ensure accuracy of monthly reports.
- Provide oversight of the annual financial reports and interaction with outside auditors. Ensure that auditors receive reports in a timely manner to meet state required reporting requirements. Prepare and publish annual CAFR reports meeting all requirements and deadlines.

- Assign, supervise and evaluate work of assigned employees. Resolve employee complaints and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.
- Provide general assistance on a City-wide basis related to budgeting, financial reporting, financing options, and general accounting. Ensure compliance to related policies. Research, analyze and assemble information, and make recommendations for grants, loans, rate studies and other matters related to the finance area.
- Consult with various financial institutions and advisors, and bond counsel to arrange financing for construction projects. Provide financial information and analyses used to prepare bond prospectuses for debt financing. Ensure compliance with bond ordinances bond coverage and loan agreements. Ensure all principal and interest payments are made. Ensure compliance with continuing disclosure and post issuance compliance obligations.
- Review debt obligations and recommend restructuring of debt when conditions allow for the City to save money.
- Manage the investment of City funds in a fiduciary, responsible manner in accordance with applicable laws. Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Develop, monitor and maintain long-term investment policies, procedures and practices. Oversee and administer areas of responsibility for municipal court.
- Attend community, professional and civic organization meetings to communicate City goals, programs, and policies. Maintain cooperative working relationships with City staff, other organizations and the general public.
- Respond and resolve difficult customer service inquiries and complaints.
- Required to attend City Board of Directors meetings and occasionally other night meetings.

MANDATORY REQUIREMENTS:

- Thorough knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, investments, and various laws affecting public accounting and budgeting.
- Knowledge of the principles of supervision, personnel practices, interpersonal communication; and computer software applications.
- Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field.
- Five years of increasing responsibility of professional accounting or financial management experience including three years of management and administrative responsibility, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SALARY RANGE:

\$92,000-\$115,000

Applications and resumes will be accepted until 5:00 p.m. on 12/20/2024 at the Arkansas City Hall. Applications and resumes may also be faxed to (870)-330-0059; emailed to skylar.krause@txkusa.org accessed online at <https://cityoftexarkanaar.com>. The City of Texarkana, Arkansas is an Equal Opportunity Employer and provides all applicants and employees equal opportunity without regard to race, color, sex, religion, national origin, age, marital or veteran status, or any other legally protected status.