

# City of Burleson

Assistant  
Director of Finance





## The Opportunity

An outstanding executive career opportunity awaits a talented finance professional in one of the fastest growing areas of the nation. The City of Burleson seeks an experienced municipal finance professional to become the City's next Assistant Director of Finance. The Assistant Director of Finance will have the opportunity to help make significant impacts to its financial systems as Burleson continues to grow.

## The City of Burleson, Texas

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of 48,950 residents in a land mass of 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base, as well as establishing development agreements within its extraterritorial jurisdiction to manage growth strategically outside its current borders.

The City of Burleson's family-oriented environment, outstanding schools, plentiful and affordable land, and rolling hills have made it a desirable community to live, work, and play. Burleson residents have placed a high value on nature and recreation with over twenty parks encompassing over 550 acres. The school districts serving Burleson consistently outperform state and national averages in college entrance exam scores, and its quality of life is further enhanced by a very low crime rate.

## City Government

The City of Burleson operates under a council-city manager form of government. Citizens are represented on the City Council by the mayor and 6 council members, all elected at large to serve 3-year terms without limits. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney, a City Secretary, and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services, carried out by 409 full-time equivalent staff and a FY21 adopted budget of \$141 million. Services are delivered through 12 municipal departments.

## The Finance Department

Led by a Finance Director, the Finance Department oversees the City's financial operations including financial reporting, accounting, accounts payable, accounts receivable, payroll, financial planning, budgeting, purchasing, utility billing, investment, and debt management.



## The Position

Reporting to the Finance Director, the Assistant Director will perform a wide variety of financial tasks including, financial reporting, budgeting, investment strategies, debt management, rate design, multi-year financial projections, funding alternatives, operational reviews, and special projects as assigned. In addition, the Assistant Director will provide supervision and oversight for Finance Department staff, allowing the Director to operate at the highest level. The Assistant Director will be called to serve as the Finance Director in his absence.

## Challenges and Opportunities

The next Assistant Director of Finance will be presented with a number of known challenges and opportunities in which to excel including:

- The City's continued growth will increase its complexity and, along with the capabilities of modern systems, has necessitated the need to consider a new Enterprise Resource Planning (ERP) system. The next Assistant Director will be heavily involved in planning for a successful procurement and implementation.
- The budget process has opportunities for significant improvement, including a more advanced budget calendar and detailed involvement of City departments at various times throughout the calendar. The next Assistant Director will work collaboratively across City departments to help refine, train, and execute this process.
- Five-year fund projections are a key in allowing management to make sound financial decisions and the City intends to incorporate these projections into the budget process. These projections will also play a vital part in analyzing the City's debt capacity along with the impacts in the five-year capital improvement plan.

- The next Assistant Director will work closely with staff to develop a process to generate a quarterly financial report with year-end projections on a timely basis for presentation to Council.
- An analysis of the City's accounts and cash position will be undertaken to better inform the City's investment strategy, as well as to seek efficiencies in the management of the accounts. These investment strategies will be applied to the City's investment policy and will help improve the investment quarterly report.

## The Ideal Candidate

In addition to being ethical, well-qualified, and experienced, the next Assistant Director of Finance must possess certain traits that will be essential for success:

- A strong background in either budget or accounting with knowledge in preparing a budget document and/or comprehensive annual financial report (CAFR) in accordance with Government Finance Officers Association (GFOA) requirements.
- Experience gained primarily in a public agency is strongly preferred, especially in a municipal setting.
- As the implementation of a new ERP system is likely, prior experience with such an implementation would be beneficial.
- Aside from strong technical skills, the next Assistant Director should also be a "people person", able to communicate effectively, lead and develop staff, and bring a positive attitude into the workplace.
- A collaborative and team-centric approach will fit well in the organization culture of the City of Burleson. The next Assistant Director should be oriented to helping to solve problems for the benefit of the organization.



## Qualifications

**Education:** A Bachelor's degree from an accredited college or university in Accounting, or a related field.

**Experience:** Four or more years of progressively responsible experience working in a complex accounting environment. Strong preference will be given to candidates with experience from public agencies.

**License:** A CPA, CPA candidate, or CGFO designation are desired qualifications.

- **Leave:** The selected candidate will receive vacation leave and sick leave, in addition to paid holidays, a personal day, and a wellness day, provided criteria are met.
- Interested candidates are encouraged to contact Ralph Andersen & Associates for further details regarding the compensation and benefits package of this executive position.

## Compensation and Benefits

The salary for the Assistant Director of Finance is up to \$131,000, dependent on qualifications. Placement within the range will be negotiable and based on selected candidate's qualifications and career experience.

The City of Burleson offers an excellent benefits package including the following:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Burleson.
- **Insurance:** The City provides excellent insurance benefits for employees including 2 health plan options, dental coverage, and vision coverage. Additionally, life insurance, long-term disability, and an Employee Assistance Program are City provided. Employees have the option to purchase additional life insurance for themselves and their dependents.

## Recruitment Process

Interested candidates should apply by **December 7, 2020** to Ralph Andersen & Associates by submitting a compelling cover letter and a comprehensive resume to [apply@ralphanderson.com](mailto:apply@ralphanderson.com). Top candidates may be asked to complete a supplemental questionnaire with responses to specific questions.

For further information or questions on the recruitment process, please contact Mr. Greg Nelson at (916) 630-4900. Confidential inquiries are welcome.

**This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open record laws, information submitted for consideration may be made available to the public upon request by interested parties.**

*The City of Burleson is an Equal Opportunity Employer*