

TOWN OF PROSPER, TEXAS

# **FINANCE DIRECTOR**

Town of Prosper  
Invites your  
Interest in the position  
of  
Finance Director





## The Community-

The Town of Prosper is an affluent community focused on families, committed to small town ideals and provides a quality living experience for all residents. We want you to call Prosper your home - - not just for you, but for future generations. The Town is located north of Dallas and 32 miles from the Dallas/Fort Worth International Airport, 35 miles from Downtown Dallas, 14 miles from the Collin County Regional Airport and 55 miles from Fort Worth. The estimated population is 17,500 with land area of 27 square miles. The Town of Prosper was incorporated in 1914 with a commission form of government and a population of 500.

Prosper has an excellent reputation as a place to live and work. Town of Prosper was ranked as DFW's 5<sup>th</sup> ranked suburb to live by *D Magazine*. The Town has excellent schools, low crime, and affordable housing providing a wonderful environment to live and raise a family. The Town provides access to DFW's culture, arts, and sports and entertainment venues; high-paying jobs with affordable cost of living; ample work opportunities; and, mild winters and lots of sunshine to spend ample leisure time doing what you enjoy. The average resident age is 34.5 while 82% of its population is under age 35. The median household income is \$111,987. The school district has 1 high school, 2 middle schools, and 4 elementary schools.

The Town of Prosper is a home rule town with a mayor and six council members who are elected at large for three year terms. Town Council meetings are held on the second and fourth Tuesdays of each month. The Town Manager and Executive Team serve as liaisons between the Town Council, residents, and staff. The Town's employee culture is family-friendly, team oriented, and highly driven for success.



## The Position-

The appointed Finance Director will serve as Chief Financial Officer directing the accounting, budget, financial planning, revenue collections, accounts payable/payroll, purchasing, and debt management of a \$50 million portfolio. The position will report directly to the Town Manager and exercise direct supervision over a professional, technical and clerical staff.

## Essential Duties and Tasks:

- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Town Manager and Town Council; prepare and present staff reports, results from studies and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise and participate in the development and administration of the Town budget; direct the forecast of revenues as well as funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement mid-year adjustments.
- Conduct periodic departmental meetings and/or workshops as needed for training, policy review and related subjects.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement reward and recognition or discipline and termination procedures.
- Respond to and resolve difficult and sensitive citizen and Town Council inquiries and complaints regarding utility billing operations, policies and procedures and various financial issues.
- Provide financial assistance to all Town departments and divisions in the development of budget policies, coordination of capital improvement program budget and budget preparation, formulation, monitoring and reporting.
- Provide general administrative and management guidance to all Department Heads, Town departments and staff.
- Review accounts payable for accuracy. Process and print accounts payable checks.
- Review contracts for consistency with organizational goals, performance assurances and financial impacts.
- Assist Town departments and divisions with data processing application including efficient system utilization, applicable software and hardware and related equipment.
- Direct the Town's cash management program; monitor liquidity and yield; coordinate annual outside audit and assist in publishing final reports.
- Direct staff in utility billing, meter reading and collections functions for billings of water, sewer, and solid waste.

- Supervise purchasing activities and staff including the coordination of the bidding process for Town equipment, products, vehicles, supplies, services, insurance, and related items.
- Coordinate and provide direction to other Town departments regarding fixed asset inventories, records, and files.
- Maintain chart of accounts for all funds and departments.
- Act as Investment Officer for the Town and chairman of the investment committee.

#### Additional Duties

- Coordinate IT activities for the Town through an outsourced IT managed services agreement.
- Serve as Town representative to ERCOT, CAPP, and various other energy steering committees.
- Coordinate Water Rate Study to ensure solvency of Enterprise Fund.
- Represent the Town Manager at professional meetings, as needed.
- Routinely provide financial administration support to other members of Town staff.
- Perform other job related duties as required for the effective and efficient operation of the entire organization.
- Review grant requirements and costs/benefit analysis of acceptance.
- Serve on special focus committees within Prosper as needed.
- Perform related work and other duties as required.

#### Minimum Qualifications:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Experience:

Ten years of increasingly responsible experience in financial administration or accounting, including four years of administrative and supervisory responsibility.

#### Training:

Degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field. CPA, CGFO, and/or MBA degrees preferred.

#### License or Certification:

- Must possess a current\valid Texas driver's license.
- Must be bondable.