

Assistant Director of Finance

City of Celina, Texas



Integrity ★ Excellence ★ Community ★ Service

THE CITY OF CELINA

It's an exhilarating time in Celina! Currently estimated at 19,000, the City of Celina's population has nearly tripled since 2010. This pace makes Celina one of the fastest growing cities in the Dallas-Fort Worth Metroplex. Situated in high-growth Collin County and nestled between the major arteries of Preston Road to the east and the future Dallas North Tollway to the west, Celina's maximum projected buildout population is approximately 350,000.

In other words, Celina is positioned geographically, demographically and economically to quickly become a big player in the North Texas metropolitan community. This growth creates incredible career opportunities for employees to grow the organization to accommodate rapid city growth.

Celina's median household income is \$92,000, with an average home value of \$372,421. Residents are only minutes away from Frisco's "\$5 Billion Mile," major hospitals, and the top ranked Prosper and Celina school districts.

Celina is known for its celebration of authentic culture. Its signature event, CajunFest, as well as several other family-oriented events including OktoberFest, Friday Night Farmer's Markets, Movies on the Square, Splash and Blast 4th of July Celebration, Trick or Treat on the Square and Christmas on the Square promote a community identity. For the adults, several local wineries promote an interest in culture and good wine.

GOVERNANCE AND ORGANIZATION

Celina is operated by a Council-Manager form of government, with six council members and a mayor, each of whom is elected, at-large, to three-year terms. The council appoints a city manager to act as the chief administrative officer of the city.

Celina's total fiscal year budget is \$87 million, with a staff of 150 employees. The City has held the property tax rate to \$0.645 per \$100 of valuation for each of the past 10 years.

The city's staff talent level is exceptional. The Development Services Department earned the City the Texas Chapter's American Planning Association Certificate of Achievement for Planning Excellence four years in a row, the Finance Department was awarded the Distinguished Budget Presentation Award for its annual budget for the fiscal year, Celina Main Street has been recognized nationally for over 15 years, the Police Department was recognized by the Texas Police Chiefs Best Practices recognition program, and the Fire Department was recognized by Baylor Hospital for the best EMS crew of the month.

The City is in the midst of extensive long term facilities planning in anticipation of continued high growth rates in the area. Current projects include the renovations of City Hall, Council Chambers, and the Economic Development Corporation offices, as well as, simultaneous construction of two fire stations.

HISTORY

Although Celina was not established until 1876, settlers came into the area at a much earlier date. In October 1879 a little settlement began to form a few miles southwest of the present day Celina. John T. Mulkey, Celina's first Postmaster, renamed the town after Celina, Tennessee. The Methodist church was built in 1880, and also doubled as the school for a while.

By 1885, a general store, mill and a drug store had been opened in "Old Celina". When the railroad came through town in 1902, residents made the effort to move the town's actual main street eastward toward the tracks. The result is where the town square stands today. Celina has always been a Small City, with a Big Vision!



SCHOOLS

With a pre-K, two local public elementary schools, two middle schools and two high schools, parents have fantastic options with the highly rated school districts of both Prosper and Celina. We take great pride in our Bobcats!

Our high school football team has won eight State Championships, and we have won 20 State titles across eight sports.



ECONOMIC LIFE

The economic base in Celina is booming, with at least seven new residential developments breaking ground in the next fiscal year, as well as three commercial developments spanning more than seven acres. Additionally, several recent school expansions contribute to the City's vibrant growth: a recent completion of a Montessori school and O'Dell Elementary as well as the recent expansion of Celina High School.



Assistant Director of Finance

Under general direction of the Finance Director, the Assistant Finance Director manages, supervises and coordinates the activities and operations of budget and accounting system functions within the Finance department. This position will take the lead regarding budgeting and financial reporting and coordinate assigned activities with other divisions, departments and outside agencies. This position will provide highly responsible and complex support to the City of Celina and supervises the staff within the Finance department.

The City of Celina enjoys a very positive professional culture. To this end, the City seeks an enthusiastic candidate who possesses a gregarious and professional disposition, as well as an interest in continuing to implement best practices in the Celina Finance Department.

Essential Job Functions

- Manages assigned services and activities of the Finance division including accounts payable, payroll, Tyler Incode system and various general ledger reconciliations.
- Assists in directing the maintenance of City's accounting records and accounting systems; oversees general ledger entries and approves reconciliations.
- Assists in managing and directing the activities of the budget office, treasury office, accounting office; evaluates work performance of assigned staff; address and resolve personnel issues; responds to staff inquiries.
- Assists in managing and participating in the development and implementation of goals, objectives, policies and priorities for assigned activities, recommends and administers policies and procedures.
- Monitors and evaluates the efficiency, quality of responsiveness and effectiveness of assigned service delivery methods and procedures.
- Consults with City departments and divisions on matters including financial accounting, internal controls, cost analysis and accounting procedures.
- Recommends appropriate services and staffing levels.
- Plans, coordinates and reviews the work plan for assigned employees to include work activities, projects and programs.
- Meets with assigned staff to identify and resolve problems.
- Works with staff and other city employees on the continuous improvement of accounting program services.
- Develops the department's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures.

Essential Job Functions (continued)

- Leads in the preparation of the City's annual budget; performs budget analysis and reviews; develops and prepares the comprehensive annual financial report; provides assistance to and consults with external auditors; prepares audit work papers; prepares and reviews final documents and contracts.
- Prepares budget reports, reviews trial balances and general ledger activity, including any adjustments to journal entries.
- Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to the accounting program, policies and procedures based on results.
- Reviews accounts payable voucher documentation, payroll registers and cash deposits, codes expenditures, and analyzes expenditure accounts.
- Reviews internal controls for accounting processes and procedures and recommends changes and improvements.
- Responsible for the Tyler Incode system requirements, including month end close process and year-end close process for Finance & Payroll.
- Assists City Department Directors with planning and monitoring of budgetary expenditures.
- Responds to and resolves difficult and sensitive vendor queries and complaints.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.



Minimum Qualifications

- Bachelor's Degree in Accounting, Finance or related field and five (5) years of increasingly responsible accounting experience, including three (3) years of administrative and supervisory responsibility in accounts payable, payroll, fixed assets, accounts receivable or related functions or equivalent combination of education and experience.
- Preference given to individuals who are a licensed CPA.
- Preference given to individuals who possess the GFOAT Certified Government Finance Officer (CGFO) designation.
- Preference given to individuals with governmental fund accounting experience.
- Must pass a pre-employment screens, tests and/or checks.
- Must possess State of Texas Driver's License.



Required Knowledge and Skills

- Knowledge of Governmental Accounting Standards Board (GASB) requirements and Generally Accepted Auditing Principles (GAAP) related to municipal finance administration and program development.
- Knowledge of Federal, State and Local financial policies, laws and regulations, including tax laws.
- Knowledge of accounts payable and accounts receivable, financial reporting and complex general ledger systems.
- Knowledge of computers and related equipment, hardware and software for development and tracking of payroll, accounts payable and receivable, tax preparation and journal entries.
- Knowledge of municipal audit practices and procedures.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in tracking, monitoring, and reviewing reports of payroll, annual leave, long and short term disability, worker's compensation, health insurance plans, and other ongoing payroll expenditures.
- Skill in planning, developing and implementing departmental procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Compensation & Benefits

Celina offers a competitive compensation package including:

- Salary range: \$89,060 - \$97,310 annually, depending on qualifications
- 3 weeks paid vacation annually
- 11 paid holidays
- TMRS 7% Employee contribution; 2 to 1 match by City
- 457 deferred compensation plan
- Group medical, dental, vision, life insurance, long-term disability, optional short-term disability, additional life insurance available
- Reimbursement for professional associations, licenses and certifications

Resources

City of Celina
www.celina-tx.gov

The Celina Record
www.starlocalmedia.com/celinarecord/news

The Celina Record on Facebook
www.facebook.com/thecelinarecord

Celina Economic Development Corporation
www.celinaedc.com

Chamber of Commerce
www.celinachamber.org

Celina Magazine
www.celinamagazine.com

Celina Independent School District
www.celinaisd.com

Prosper Independent School District
www.prosper-isd.net

Application Process

If you are interested in applying for this position, please complete an application [HERE](#).

Questions?

Contact Human Resources at 972-382-2682
Ext. 1003

— Core Values —

Integrity

- We do the right thing at all times
- We are committed to building and maintaining credibility and trust both internally and externally
- We are accountable in our words and actions
- We question that which may be inconsistent with our Core Values

Community

- We are a unified body and work as a team
- When we disagree, we resolve it according to our Core Values
- We value and respect all employees and our customers
- We foster a culture that includes understanding, support, balance and a sense of humor
- We embrace openness, diversity and inclusion

Excellence

- We always do our best
- We embrace innovation and efficiency while remaining good stewards of City resources
- We are accountable and take pride in our work
- We seek opportunities to learn and expand our professional horizons

Service

- We are selfless public servants and believe in helping others
- We treat everyone the way we wish to be treated
- We are caring and empathetic in all we do
- We work to deliver excellent service to all we encounter

