

SENIOR BUDGET ANALYST



Terrell, Texas

EXECUTIVE
RECRUITMENT
PROVIDED BY 

THE COMMUNITY

The City of Terrell, with a diverse population of nearly 19,000 and a trade area population of over 250,000, is located 30 miles east of Dallas along Interstate 20 and U.S. Highway 80. Residents of Terrell enjoy a small-town atmosphere with convenient access to all the amenities the Dallas-Fort Worth metro area has to offer.

Founded in 1873 by surveyor Robert Terrell and incorporated in 1875, the town was a source of fresh water for travelers and the railroad. Terrell continues to serve as a regional hub for trade and transportation in Kaufman County and beyond. With more than 11,000 jobs, the community is a vital part of the regional economy and has a daytime population of about 50,000.

Terrell embodies the definition of a true community. City and county governments meet regularly with the school district, Chamber of Commerce, Economic Development Corporation, businesses, and nonprofits to share information and work together to formulate joint strategies for success. This dynamic team approach has led Terrell to receive numerous awards for economic development and community planning.

Terrell is experiencing tremendous growth and development. With the opening of the first Buc-ee's in North Texas in 2015, Terrell realized the first construction of over 50,000 square feet within the largest single rural Tax Increment Financing District in Texas. The community has seen more than 300,000 square feet of retail and food service outlets at the junction of US-80 and I-20 since, with additional growth in the planning stages. The City expects to see substantial commercial/retail and residential development over the next decade.



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Mission

To create pride by serving the community in a proactive manner and to enhance the quality of life through providing the highest level of services in the most efficient manner.

THE COMMUNITY *continued*

Residents of Terrell enjoy a high quality of life with access to abundant recreational offerings. The City's beautiful park system provides venues for a variety of activities and is home to many youth and adult sports associations. The City's excellent swimming pool and stocked fishing pond provide hours of outdoor fun and relaxation for all ages. Terrell's ideal location offers residents easy access to the amenities of the Dallas metroplex, including cultural enrichment, professional sports, entertainment, and shopping, while still enjoying a sense of place in a community with a hometown feel.

Terrell is a destination for visitors throughout the region. The No. 1 British Flying Training School Museum highlights Terrell's unique role in World War II, while the Terrell Heritage Museum provides educational exhibits focused on the community's history. The Terrell Alliance for Education and the Arts sponsors cultural events throughout the year, including the outstanding E! Terrell entertainment series.

Visitors and residents alike enjoy family-friendly annual events, including the Terrell FreedomFest and the Terrell Heritage Jubilee, and shoppers flock in to take advantage of the many offerings of Terrell's shopping centers and the unique businesses in the historic downtown district.

Terrell considers education a priority, and the Terrell Independent School District offers quality education to approximately 4,800 students. For those seeking higher education close to home, Terrell is home to Southwestern Christian College and the fastest-growing campus in the Trinity Valley Community College system. The community's commitment to education is complemented by the presence of a well-supported public library that has been in existence for more than 100 years.

The average household income in Terrell is around \$67,000, and homes in the community have a median listing price of just under \$299,000.

Vision

Terrell, grounded by its legacy as an authentic community, is positioning itself to be a regional and relevant destination while offering residents a range of sustainable lifestyle choices.



GOVERNANCE AND ORGANIZATION

Terrell is a home-rule city operating under the council-manager form of government. The City Council consists of the mayor, elected at-large, and four City Council members representing single-member districts serving two-year, staggered terms. The City Council appoints a professional city manager responsible for the organization's day-to-day operations; Mike Sims has been with the City since 2008 and was promoted to its top job in 2019.

The City employs about 215 staff members who deliver a full range of municipal services, and Terrell's FY 2023-2024 General Fund budget of approximately \$42 million includes an ad valorem tax rate of \$0.7642 per \$100 of valuation.

STRATEGIC GOALS

The Terrell City Council established six goals in their 2017 Comprehensive Plan, including:



1. Community Integrity:

Preserve Terrell's small-town heritage and cultural diversity that makes the community unique; respond to community housing and employment needs with balance and transparency.



2. Vibrant Downtown:

Become the vibrant destination of choice for historic downtown living, shopping, working, and entertainment.



3. Regional Medical Center:

Become the regional destination of choice for doctors, medical facilities, health sciences, research, and medical services education.



4. Youth Sports and Recreation Tourism:

Become the destination of choice for parks, youth recreation, and youth sports tournaments.



5. Quality Investment:

Develop a strategy for public-private partnerships; to promote business development in Terrell by encouraging employers to provide high-wage jobs; and to promote the construction or remodeling of high-value homes.



6. New Urban Center:

Develop the IH 20 corridor with retail, entertainment, and destination uses connecting DFW and East Texas.

ABOUT THE DEPARTMENT

Serving Terrell's residents, innovative businesses, real estate developers, and investors, the Finance Department protects the community's assets; ensures the City's compliance with federal, state, and local laws and regulations; and is committed to providing timely, accurate, clear, and complete financial information and data.

Department staff is responsible for accounting, budgeting, audits, purchasing, treasury, debt management, and utility billing.



ABOUT THE POSITION

Under the general direction of the Finance Director, the Senior Budget Analyst performs a wide variety of professional work, including year-round budget support, research, and analysis related to both annual and multi-year financial objectives.

The analyst manages, reviews, monitors, and assists with developing the annual city operating and capital budgets and performs research and analyses of operations and financial information designed to help build overall budget strategies. The position also monitors the budget throughout the fiscal year, tying expenditures to performance and financial accountability through routine professionally prepared and presented reports; makes formal and informal presentations; conducts budget analyses; forecasts revenues and expenditures; and monitors financial performance.

Additionally, the Senior Budget Analyst ensures compliance with the annual capital expenditure plans, develops and monitors information and reports to provide decision-making tools for capital plans and fund projections, creates new funds as required, and ensures that the budget aligns with the organization's strategic goals and priorities. Essential duties include:

- ◆ Oversee the development and evaluation of budgetary performance and performance measures.
- ◆ Monitor expenditures and revenues, conduct financial and statistical trend analyses, prepare and present monthly budget reports, and recommend budgetary adjustments.
- ◆ Assist departments with day-to-day budget issues, including technical assistance and guidance.
- ◆ Review, approve, and post budget transfers.
- ◆ Respond to budget inquiries.
- ◆ Evaluate the fiscal/budget impact of proposed policies, programs, agenda items, and legislation.
- ◆ Conduct policy and operational research for the implementation of management initiatives and programs.
- ◆ Participate in capital planning and projection of multi-year project expenditures and lease and equipment agreements, and generate capital expenditure update reports.
- ◆ Perform special projects at the request of management.

IDEAL CANDIDATE

The City of Terrell seeks an experienced and strategic finance professional ready to help ensure the organization's fiscal sustainability and budgetary success.

Candidates should be critical thinkers and effective communicators who work well under deadlines and understand the importance of customer service. The Finance Department is a team of problem solvers, and the Senior Budget Analyst should work efficiently and effectively, making concise and accurate decisions and recommendations with minimal supervision. Sound judgment, decisiveness, and creativity are critically important.

The right fit for this position is skilled in analyzing and interpreting data and information while understanding the larger picture. They also have the ability to monitor and report on performance measures, identify and implement process improvements, and develop budgetary reports and schedules.

The ideal candidate is dependable and displays the utmost integrity. They multi-task well, thrive on solving complex problems, and approach their work with a strong sense of urgency with a focus on results, holding themselves and others accountable to the City's goals and objectives.



EDUCATION AND EXPERIENCE

This position requires a bachelor's degree from an accredited college or university with major coursework in public or business administration, finance, accounting, or a related field, with a master's degree preferred. Candidates should also have five years of related experience; this includes experience in budget preparation and analysis and knowledge of budget and management principles, practices, and procedures.

Any combination of education, experience, and training that would provide the candidate with the required knowledge and skills for this position may be considered.

COMPENSATION AND BENEFITS

The City of Terrell offers a competitive salary depending on qualifications, education, and experience. The City participates in the Texas Municipal Retirement System at a 7% employee deposit rate with a municipal matching ratio of 2:1, and supplemental ICMA and Mission Square retirement plans are available.

The organization also offers a wide range of benefits, including a group insurance package (health, dental, long-term disability, and life) paid by the City; 12 paid holidays; generous sick, vacation, and emergency leave; tuition reimbursement; longevity pay; and an Employee Assistance Program.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position contact:

Margie Rose, Senior Vice President
MargieRose@GovernmentResource.com
361-813-8599



The City of Terrell is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists will be subject to a comprehensive background check and drug screen.

RESOURCES

Terrell, Texas
<https://www.cityofterrell.org/>

Terrell Economic Development
terrelltexasedc.com

Finance Department
cityofterrell.org/216/Finance-Department

Terrell Chamber of Commerce
terrelltexas.com

Terrell ISD
terrellisd.org

Kaufman County
kaufmancounty.org

