



FINANCE DIRECTOR





THE COMMUNITY

Melissa, Texas, is located on the northern edge of the bustling Dallas-Fort Worth metropolitan area, 35 miles north of Dallas. It is a fast-growing, progressive suburb that is home to more than 25,000 residents who take pride in preserving their small-town, family-friendly ambiance and attitude.

Named the #6 Most Successful City in Texas by Zippia.com, Melissa offers a great quality of life for young professionals, families, and empty nesters alike. The median household income in Melissa is estimated at \$138,400, and home values average \$495,000. With a median age of 30, Nerd Wallet declared it one of the top five cities in DFW for young homebuyers, and SafeWise recently named Melissa the #1 Safest City in Texas.

Melissa's population has doubled in the last five years and continues at a brisk pace. City leaders continue to carefully manage the City's growth by "providing a life of quality opportunities by encouraging collaborative participation in the development of the City of Melissa." The City is forward-thinking and focused on rich residential and commercial communities, deliberate infrastructure, open and active spaces, successful education and the effective stewardship of resources.

The City is served by the Melissa Independent School District for kindergarten through 12th grade. Opportunities for higher education abound, with multiple major universities nearby, including the University of North Texas and schools in the Collin County College system.

Befitting its small-town pedigree and family focus, Melissa takes pride in a variety of outdoor activities at any of its parks, trails, or playgrounds or the regional athletic complex we know as the Z-PLEX. With all the professional sports, performing arts venues, medical facilities, transportation, shopping, and dining options to suit every preference practically "next door" in the DFW Metroplex, Melissa is a great place to live, work and play.

GOVERNANCE & ORGANIZATION

Melissa operates under a council-manager form of government. The Melissa City Council is comprised of the Mayor and six Council Members, each elected for a three-year term, on an at-large basis, with no term limits. Current City Manager Jason Little has served the City for the past 18 years. He oversees 120 full-time employees and a total budget of \$57 million.

The City of Melissa has been recognized with numerous awards and designations, including GFOA's Distinguished Budget Presentation Award, GFOA's Certificate of Achievement for Excellence in Financial Reporting, Accreditation from the Texas Police Chiefs Association, Texas Fire Chiefs Association's Best Practices Recognition, a Superior Water System designation by the TCEQ, and accreditation by the Texas State Library and Archives Commission.

Major projects underway or recently completed include a Public Safety Complex, Public Works facilities, and the start of Fire Station #2.

The City's ad valorem tax rate is 0.454116 per \$100 valuation.



ABOUT THE DEPARTMENT

The Finance Department handles all budget, audit, accounting, treasury management, payroll, and financial reporting for the City of Melissa. This Department is committed to all accounting and finance functions for Melissa and is focused on managing the City's resources in an efficient, effective, and responsible manner. The City has been awarded the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award annually since 2008, recognizing its commitment to responsible and comprehensive financial reporting. Additionally, the City of Melissa has received the GFOA Certificate of Achievement for Excellence in Financial Reporting every year annually since 2009. The City Council has adopted Financial Policies that the City's budget and services are built upon.



ABOUT THE POSITION

This is a unique opportunity to grow with an organization and build a professional, responsive department. The City employee count has doubled since 2020, and employee additions will be the focus of future budgets in order to keep up with increasingly complex financial functions of a hyper-growth city.

Reporting to the Executive Director of Administrative Services, the Finance Director oversees the Finance and Accounting Division of the City of Melissa and offers financial support of all other Departments. This position leads the development of the annual City budget and monitors its ongoing execution throughout the year.

The Finance Director plans, directs, and manages all finance and accounting functions, including accounts payable and receivable, treasury, cash collections, debt management, purchasing, grant reporting, payroll and benefits processing, fixed asset management, and contract administration. They monitor budget, revenue, and expenditure trends to ensure budget appropriations are not exceeded; oversee the disbursement of all funds; review vendor payments for accuracy; and establish financial policies and procedures that promote accuracy, effective internal controls, safe investments, and efficient use of City resources.

Serving as Chief Financial Officer and principal financial advisor to the City, the Finance Director provides leadership, direction, and guidance in financial strategies and priorities; evaluates and analyzes financial data; and develops solutions to assure the City's financial health. Collaborating with all City departments and service areas to ensure proper accounting, cash handling, and reporting systems are in place is part of the Finance Director's job, as is assisting departments with procurement activities and the preparation of competitive bids and proposals to ensure that City purchasing policies and state purchasing statutes are followed.

The Finance Director oversees the annual City budget. They provide estimates and forecasts for expected revenues and expenditures; oversee tax rate preparation and related reporting with Collin County Tax Office and Collin County Appraisal District; prepare required tax rate notices, tax rate adoption ordinances, and budget adoption and amendment ordinances; and provide long-term financial forecasting of the City's various funds. This position prepares the multi-year capital improvement budget and ensures accuracy of budgetary information included in the City's financial database. This includes posting budget amendments and adherence to state mandates and legislative requirements.

In conjunction with the City's financial advisory firm, the Finance Director oversees debt management. This includes bonds issuance-related activities, rating agency presentations, and biannual rating review meetings. They handle placement of bond proceeds; continuing disclosure reporting; arbitrage compliance reporting; and compliance with debt covenants. The Director also obtains lease purchase financing, payment of semi-annual bond, and lease debt service invoices.

Additional duties of the Finance Director include:

- Prepares monthly financial reports, City Council agenda briefings and presentations, complex journal entries, quarterly investment reports, and state required reporting for the City's special purpose districts and Tax Increment Financing Zone.
- Maintains the fixed asset register.
- Prepares grant reports and economic development grant disbursements.
- Maintains the Tax Increment Financing Zone project plan.
- Prepares entity billings.
- Coordinates the annual financial examination by external auditors and prepares client schedules and responds to external auditors' information requests.
- Oversees the preparation of the Annual Comprehensive Financial Report (ACFR) and prepares the submission of the ACFR to GFOA Certificate of Achievement for Excellence in Financial Reporting Program, including responses and implementation of prior year GFOA review comments.
- Addresses and/or recommends solutions to audit management letter-reported issues.
- Reviews technical documents, journal entries, and accounting records to verify accuracy; identifies errors and inconsistencies in documents and reports.
- Serves as the City's primary investment officer for the investment of idle funds.
- Ensures compliance of investments with the City's investment policy and Public Funds Investment Act.
- Prepares the bank depository bid and serves as the primary liaison with the City's depository bank and ensures all City deposits are properly collateralized.

- Manages the development and implementation of Department goals, objectives, and priorities for each assigned service area and recommends and administers policies and procedures.
- Oversees and participates in the development and administration of the Department budget and annual work plan.
- Supervises assigned personnel by directing, instructing, scheduling, reviewing, and evaluating work activities; provides clear expectations; recognizes employees for doing good work; reviews work for quality; encourages employee development; and provides employees with opportunities to learn.
- Makes recommendations and decisions regarding hiring, disciplining, terminating, and other personnel actions, ensuring the daily coordination and supervision of the work of assigned personnel.





IDEAL CANDIDATE

The City of Melissa seeks a collaborative servant-leader, who is approachable and discerning, to serve as its next Finance Director. The ideal candidate will have a high level of emotional intelligence. They will be innovative and excited to build the Finance Department as the City continues to grow.

The ideal candidate will have a track record of excellence in customer service, both with internal and external customers. Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) pronouncements, and Government, Accounting, Auditing, and Financial Reporting (GAAFR) principles and practices is crucial for this role. The chosen Finance Director will be experienced in long-range forecasting, debt service management, and investment management.

EDUCATION AND EXPERIENCE

This position requires a bachelor's degree in business administration, accounting, finance, or a related field, and eight (8) years of progressively responsible experience in government fiscal services or governmental auditing. Three (3) years of administrative and supervisory experience is required. Must be current on Public Funds Investment Act training. A Certified Government Finance Officer (CGFO) is strongly preferred or be currently enrolled in the program and be able to obtain certification within a reasonable amount of time. A valid Texas driver's license with a satisfactory driving record is required. Candidates must successfully complete a drug screening and background check. Any combination of education and experience which would provide the desired knowledge, skills, and abilities required to successfully perform the job, may be considered.

COMPENSATION AND BENEFITS

The annual salary range for this position is competitive and dependent on qualifications and experience. The City provides a generous benefits program including employee health and dental coverage (100% covered by the City), as well as paid holidays and vacation. The City of Melissa participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a municipal matching ratio of 2:1. It also provides updated service credits and a cost-of-living component in the TMRS structure and a 4 1/2 day work week.

APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Lissa Barker, Senior Vice President

LissaBarker@GovernmentResource.com

817-266-0647

The City of Melissa is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

RESOURCES

City of Melissa

cityofmelissa.com

Finance Department

cityofmelissa.com/177/Finance

