



Job Posting

Job Title: Director of Finance

Job Description: Under the direction of the City Manager, the Director of Finance is responsible for the overall supervision of the Finance and Accounting Division, Utility Billing Division and Human Resources. Prepares the annual City budget and monitors its on-going execution during the years.

Essential Job Functions: The Finance Director oversees and directs all financial activities of the City in adherence to Generally Accepted Accounting Principles (GAAP), federal, state accounting, and auditing standards. This position is responsible for managing utility billing and receivables, performing month- and year-end closing duties, and supervising Human Resources functions, including Payroll. The Finance Director also monitors the assessment and collection of City ad valorem property taxes and provides expert financial consultation to City Management, City Council, and Department Heads. This role establishes fiscal and accounting policies and procedures, manages city funds and investments, and ensures compliance with all relevant regulations and standards. Additionally, this role ensures that departmental activities and procedures related to requisitioning, preparing and submitting purchase orders, and receiving goods, materials, and equipment adhere strictly to state purchasing laws and statutes applicable to municipalities.

Job Requirements: Bachelor's degree from an accredited university/college or equivalent in accounting, finance, business, or related field. CPA or Certified Government Finance Officer (CGFO) preferred. Three to five years' experience plus supervisory responsibilities in a municipal finance environment is required.

Compensation: Salary is dependent on background and qualifications. The City of Madisonville offers a generous benefits program including retirement, health and life insurance, paid vacation, longevity pay, and sick leave.

Interested candidates should submit a resume and cover letter detailing their qualifications and relevant experience to City Hall.

I, JAMES GREENE, CITY SECRETARY, DO HEREBY CERTIFY THAT THE ABOVE NOTICE WAS POSTED ON THE BULLETIN BOARD AT CITY HALL AT 210 W. COTTONWOOD, MADISONVILLE, TEXAS AT 5PM on March 07, 2024 AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 3 DAYS.

CITY SECRETARY, CITY OF MADISONVILLE, TEXAS

THIS PUBLIC NOTICE WAS REMOVED FROM THE OFFICAL POSTING BOARD AT THE MADISONVILLE CITY HALL ON THE FOLLOWING DATE AND TIME
