

Finance Director

Position open until filled

First Review of Application Materials: June 10, 2019

The Community

Shawnee, population 66,839, is the third largest city in Johnson County and offers a safe, friendly community lifestyle with easy access to two interstate highways (I-35 & I-435). Visibility and convenience are major attributes of our community as well as the variety of housing opportunities and two top-rated school districts. In addition to the excellent hometown services and stores, residents enjoy a well-rounded business community. Safe streets and neighborhoods complement our nationally recognized parks and recreational opportunities. Shawnee offers the convenience and amenities of a big city, yet continues to have small-town charm. Shawnee is approximately 10 miles southwest of downtown Kansas City, Missouri.

The Organization

The City has a mayor-council-manager form of government established by Charter Ordinance. The Mayor is elected at large and eight Council members are elected, two for each ward. The Mayor and Council members serve four-year overlapping terms of office. The City Council appoints a City Manager who is the full time manager of the organization. The City offers a full range of services provided by the City including police and fire protection, emergency preparedness, emergency medical response, street and storm drainage maintenance, comprehensive recreation and cultural events, planning and zoning management, codes administration and general administrative services. The City is budgeted for 354 FTE positions in 2019. In 2014, the City began incorporating Priority Based Budgeting (PBB) into the budget process. The PBB process provides a lens for staff and the Governing Body to prioritize budget dollars based on community values.

The Department

The mission of the Finance Department is to provide expertise in establishing goals and policies to ensure financial accountability and to provide high quality financial services to citizens, City Council and other City Departments. The department includes the director and four highly dedicated and successful full-time employees specializing in budgeting, accounting, accounts receivable/payable, and payroll. The director will oversee the selection, training, evaluation, and development of all department personnel. The largest project currently being undertaken by the department is the implementation of a new finance software system (projected go-live date: 1/1/2020).

The Position

The Finance Director manages a citywide operating budget of approximately \$119 million. They will serve as the primary financial resource to the City Manager and City staff and function as the City Treasurer.

Functions of the Finance Department include:

Accounting and Reporting: Coordinating the Comprehensive Annual Financial Report, and annual audit, risk management, establishing internal controls and procedures. Overseeing the processing of payroll and tax administration. Accurate and timely recording and reporting of the City's financial activity in compliance with federal, state and local requirements and in accordance with generally accepted accounting principles. Providing fiduciary and custodial duties for the City's cash management.

City of Shawnee, Kansas • Finance Director

Administration and Budget: Long-term financial forecasting, budget (including Priority Based Budgeting) preparation, drafting fiscal policy, debt management and software implementation.

Economic Development: Serving on the City's Economic Development Team, creating and promoting financial tools that will promote economic development, and managing the implementation when those tools are used for a specific project.

The Finance Department is noted for its high performance and accountability standards as indicated by the certification of policies by the Association of Public Treasurers of the US and Canada, as well as the GFOA Budget and CAFR Awards. The City is Aa1 rated by Moody's Investors Services.

Candidate Profile

The Finance Director serves as a member of the City's Management Team. In considering candidates for this position, the City will be seeking a results oriented visionary with the ability to understand and synthesize the financial priorities, expectations and realities of the community.

The individual must have an established record as a team player with the ability to effectively work with other Management Team members and City staff in all departments.

The successful candidate must have outstanding personal communication skills with the ability to collaborate and articulate complex issues in a straightforward manner. They must be able to present complex financial concepts in an easy, clear and concise method. Additional qualities include an objective and inclusive approach to problem solving, well-developed decision making abilities and the ability to shape and implement strategic plans. Strong management skills and proven experience motivating and developing staff members to achieve excellent performance are a must. Leadership, within professional groups and in the community is desired as is experience with Priority Based Budgeting.

Requirements

- The successful candidate will hold a Bachelor's Degree from an accredited college or university with major course work in business, finance, accounting, or public administration.
- A Master's Degree and/or CPA is preferred.
- A minimum of ten (10) years of experience in a public finance position is required with five (5) years of progressively responsible experience in executive management of a public organization.
- If hired from outside of the Kansas City metropolitan area relocation to Shawnee will be required within one year of employment.

Compensation & Benefits

Starting Salary: \$110,000 - \$130,000

The City of Shawnee offers a comprehensive benefit package including: Medical, dental, vision, life insurance, short term disability, Kansas Public Employee Retirement System (KPERs), City supplemental retirement plan, deferred compensation, vacation, sick leave, parental leave, educational reimbursement and an employee assistance program. The City is an employee friendly work environment.

Shawnee's integrated strengths in quality of life, community involvement, economic development and overall citizen satisfaction are just a few of the reasons that Shawnee is an outstanding place to live, work and play!

The City of Shawnee is an Equal Opportunity Employer.

Please apply online at:
www.governmentresource.com/currentsearches

For more information on this position contact:
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