



## ADMINISTRATIVE SERVICES/ FINANCE DIRECTOR

Finance Department

Hiring Range:  
\$105,132 – \$140,000 DOE/DOQ

Greenville, Texas



**Are you a strategic and detail-oriented municipal finance leader who thrives in a collaborative, fast-paced environment?** If so, apply to be the City of Greenville's next Administrative Services/Finance Director!

We're looking for an exceptional, people-focused executive who is:

- Experienced in managing diverse city departments
- Skilled in municipal finance, budgeting, and investment strategy
- An effective communicator and team builder

**Greenville is a city with heart - read on to learn more about this opportunity!**

# ABOUT THE COMMUNITY

Greenville, Texas is a growing and dynamic city known for its innovation in robotics, aerospace technology, and manufacturing. Once rooted in agriculture, the city has evolved into a modern hub with a vibrant downtown, historical landmarks, and strong community spirit.

Located just 45 miles northeast of Dallas, Greenville offers a balance of small-town charm and big-city proximity. Its attractions include Splash Kingdom Water Park, Audie Murphy Museum, Landon Winery, the historic Texan Theater, and a bustling calendar of festivals like the Bob Wills Fiddle Festival and Bottle Rocket Bash.

Historically significant as a rail hub and military aircraft site, Greenville blends its past with progressive infrastructure, development, and community investment.



POPULATION

**34,355**



MEDIAN HOUSEHOLD INCOME

**\$63,574**



MEDIAN HOME VALUE

**\$197,400**

AVERAGE MONTHLY RENT

**\$1,274**

Tourism



History



## GOVERNANCE & ORGANIZATION

Greenville operates under a council-manager form of government. The Mayor is elected at-large for a three-year term, and six City Council members represent single-member districts.

**The City provides a full range of services including:**

- Public Safety
- Public Works
- Finance and Administrative Services



## THE JOB

The Finance Department oversees Finance, Information Technology, Fleet, Facilities, and Municipal Court operations for the City of Greenville. It provides core services like budgeting, accounting, purchasing, debt management, and payroll.

Reporting to the City Manager, the new Administrative Services/Finance Director will:

- Provide executive leadership across five divisions
- Oversee budgeting, investments, and financial reporting
- Lead departmental staff and succession planning efforts
- Manage IT infrastructure and systems upgrades
- Prepare bond issuances and maintain AA- bond rating

[Full Job Description](#)



## DEPARTMENT DIVISIONS

- FINANCE
- INFORMATION TECHNOLOGY
- FLEET
- MUNICIPAL COURT OPERATIONS
- FACILITIES

## DEPARTMENT QUICKFACTS



EMPLOYEES

**27**



DEPT. BUDGET

**\$4.81**  
MILLION

## KEY PROJECTS FOR 2025

- ASSET MANAGEMENT IMPLEMENTATION USING OPENGOV
- CONTINUED RE-IMPLEMENTATION OF UKG READY
- CITYWIDE FACILITY UPGRADES AND GENERATOR SUPPORT IN FLEET
- BACKUP DISASTER RECOVERY SITE FOR IT
- REVENUE BOND PLANNING FOR 2026



## THE IDEAL CANDIDATE

The ideal candidate will bring deep experience in municipal finance, budget development, and multi-departmental leadership. They will be an adaptable, forward-thinking leader with a commitment to continuous improvement and collaboration across departments.

They will demonstrate:

- Clear and confident communication skills
- An ability to build trust and lead teams through change
- Expertise in finance, technology systems, and bond management
- A self-motivated, hands-on leadership style

## EXPERIENCE & QUALIFICATIONS

### Required:

- Master's degree in Business Administration, Finance, Accounting, or related field
- 6–9 years of progressively responsible financial and supervisory experience
- Certification under the Public Funds Investment Act or the ability to achieve the certification within 12 months of hire

### Preferred:

- Certified Public Accountant (CPA)
- Audit experience and experience with bond rating agencies
- Familiarity with InCode, OpenGov, Energov, and UKG Ready systems



## SALARY & BENEFITS

**Hiring Range:** \$105,132 – \$140,000 DOE/DOQ

**Health Benefits:** Medical, dental, vision, life insurance

**Paid Leave:** Vacation, sick leave, holidays

**Retirement:** Texas Municipal Retirement System (TMRS), 7% employee contribution with 2:1 employer match

**Additional Perks:**

- \$4,200 annual car allowance
- \$1,170 annual phone allowance
- Flexible scheduling possible

## HOW TO APPLY

Apply Here



For more information on this position, contact:

**Marsha Reed, Senior Vice President**

[MarshaReed@GovernmentResource.com](mailto:MarshaReed@GovernmentResource.com) | 806-789-9641

*The City of Greenville 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.*