



HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 48 FINANCE DIRECTOR



THE COMMUNITY

Harris County Emergency Services District No. 48 (the “District”) is located between the cities of Houston and Katy, Texas, in what is often referred to as the “Greater Katy” area. Greater Katy is comprised of large sections of unincorporated Harris and Fort Bend Counties that are primarily situated east and southeast of the Katy city limits.

The District service area consists of new upscale developments and master-planned communities, including Bridgewater Village, Cimarron, Falcon Point, Forbidden Gardens, Green Trails, Lakecrest, The Lakes at Mason Park, Parkway Oaks, Raintree Village, Springfield, Williams Chase, and Woodlake Estates. The service area also encompasses older developments, including Memorial Parkway, Kelliwood, and Nottingham Country. The entire District service area lies within the extraterritorial jurisdictions of Houston and Katy. Today, it has grown to over 150,000 residents within a 29.54 square-mile area in western Harris County.

Ideally situated 27 miles west of downtown Houston, along the busy Interstate 10 and Grand Parkway corridor, the District takes advantage of its convenient location, availability of land, and its citizens’ willingness to provide a solid mix of services to businesses, residents, and visitors. With

a growing business community and a great revenue base, the District service area encompasses high-quality residential and retail growth, including excellent shopping, fine dining, historical museums, parks, bike trails, and beautiful golf courses.

The District’s location between Houston and Katy boasts a wide variety of cultural and social events. History buffs enjoy Katy’s Heritage Museum, Veteran’s Memorial Museum, and Heritage Park Historical Homes. Katy is also home to numerous community-wide festivals, as well as one of the largest high school livestock shows and rodeos in Texas. Houston brings world-class culture to residents and visitors alike. From the finest museums, symphonies, and operas to its more than 100 neighborhood libraries, Houston is well-known for its breadth and diversity. Houston is the ticket to professional athletic entertainment for sports enthusiasts, including the Houston Texans-NFL, Houston Rockets-NBA, Houston Astros MLB, and Houston Dynamo-MLS. Its proximity to these big cities and their world-class cultural institutions, expert medical care, and rich restaurant scene provides something for everyone.

Katy Independent School District (KISD), rated “Recognized” by the Texas Education Agency and number one in the Houston area according to the

THE COMMUNITY *continued*

Katy Area Economic Development Council, offers outstanding instructional programs with facilities, equipment, and materials among the best in the state. KISD provides unparalleled learning experiences designed to prepare and inspire students for a successful future. Encompassing 181 square miles, KISD has an enrollment of over 84,000 students at 72 campuses, including 11 high schools.

The Houston Metropolitan area offers more than 40 colleges and higher education opportunities, including the University of Houston, the University of Houston Law Center, Rice University, Texas Southern University, South Texas College of Law, Baylor School of Medicine, and the University of Texas Medical Branch Houston Medical School.

Families are drawn to the District service area by a lifestyle that combines the advantages of major metropolitan living with a smaller community's friendliness. A stable economy, well-educated population, and extensive cultural and social opportunities highlight an area that welcomes a diverse citizenry to one of the nation's most dynamic and livable communities.



GOVERNANCE AND ORGANIZATION

The District is a local government agency created by public vote to provide fire protection and emergency medical services (EMS) in specific areas of unincorporated Harris County. The District is governed under Chapter 775 of the Texas Health and Safety Code. The District collects taxes based on appraisals of real and personal property.

The District's Board of Commissioners is comprised of five members who are elected to four-year staggered terms by the residents in the District. The District tax rate for the Fiscal Year 2025 is \$.010 per \$100 of valuation.



ABOUT THE DISTRICT

Established in 1984 by the Commissioners Court of Harris County to provide fire protection and emergency medical care, the District is one of 33 ESDs in Harris County. The District has reputation as EMS leaders in the industry, demonstrated by the fact that they were one of the very first to carry whole blood within its ambulances for critical medical response, leading other EMS service providers to look to them for advice on doing the same.

The District is an elite fire service agency that covers an unincorporated area west of the City of Houston and east of the City of Katy, along Interstate 10 and the Grand Parkway. The District currently responds to over 11,000 EMS and 4,000 fire calls annually. Fire responses include dual (fire and EMS) dispatch to high acuity emergencies, with an average emergency response time of 6.5 minutes.

Under the direction of the Fire Chief and three Assistant Chiefs, the District operates from four fire stations and has aggressive “all-hazards” programs including::

- Community Paramedicine
- Emergency Medical
- Fire Prevention
- Fire Suppression
- Public Education

The District has recently received an ESO Rating 2 recognition and completed a five-year strategic plan. The District has 239 paid and volunteer employees and low turnover in its diverse workforce. Its total Fiscal Year 2025 budget is \$29,067,000.

Mission

We will provide excellent community service through all-hazard emergency response and preventive services with the goal of enhancing the life, health, and safety of the public.

Vision

Striving to be the most innovative and well-respected leader in community risk-reduction, emergency service delivery, and operational effectiveness.

Values

Integrity and Honesty

Respect, Compassion, and Empathy

Advocacy for Humanity

Commitment and Dedicated Service

Teamwork

Financial Stewardship and Transparency

Humility

ABOUT THE POSITION

Reporting to the Fire Chief, the Finance Director for Harris County Emergency Services District No. 48 is responsible for planning, coordinating, supervising, and evaluating the accounting and financial operations of the District. This includes managing the budget, general ledger, accounts payable, purchasing, fixed asset record management, investments, debt management, financial reporting, risk management, and budget development. The Finance Director – which is a newly created position – is a key member of the leadership team and ensures financial systems and processes align with the District's mission, vision, and values.

The Finance Director will develop and maintain a culture reflecting the District's values; work collaboratively with team members; and foster effective working relationships with the HCESD48 Commissioners, Fire Department Executive Command Staff, and Administration Division employees. HCESD 48 is a maturing district that is experiencing change and increasing complexity, so the District's new Finance Director will be a key advisory resource to the Fire Chief and its Board of Commissioners in developing new financial ideas and ensuring financial stability during this transformative time.

Managing and reconciling the District's bank accounts; overseeing banking relations; and conducting thorough financial analysis and forecasting for long-term strategic planning and budget development is the Finance Director's job. This position is responsible for monitoring and analyzing revenues and expenses and providing financial reports for Executive Command Staff and HCESD48 board approval. They ensure compliance with federal, state, and local financial regulations, including Emergency Services District State Regulations.



OPPORTUNITIES AND CHALLENGES

The chosen Finance Director will focus on the following opportunities and challenges:

- *Evaluate Changes:* As a new position for HCESD, the District is enthusiastic about bringing a competent public finance professional on board as a “fresh set of eyes” to evaluate its current financial structures, debt, procedures, and policies. After a thorough review during their first few months, the Finance Director will provide the District with recommendations for short- and long-term changes that are appropriate to conform and embrace government finance best practices. They then will begin enacting the approved recommendations within their first two years at the District.
- *Modernize:* This position should modernize the organization’s current budget process and structure to improve its public transparency and utility within the first two years.
- *Assist in Completion of Strategic Plan:* HCESD 48 has recently developed and continues to flesh out a comprehensive, long-range strategic plan that will be publicly presented and approved in the first months of 2025. The new Finance Director will be instrumental in continuing to fully develop and act upon the financial aspects of the plan.
- *Develop Financial Plan:* By the end of the second year, the new Finance Director will have developed for Board approval, a long-term financial plan for the District that will align with its long-term strategic plan; accommodate the community’s growth and needs; and ensure the organization’s continued financial strength and sustainable fiscal health into the future.
- *Create Finance Policies:* Within the first two-to-three years, the new Finance Director will develop and document an appropriate set of finance policies and procedures that conform to government finance best practices; are fully in compliance with Texas state law; and meet the unique needs of an emergency services district, including the purchases of expensive capital equipment, complicated work schedules and pay structures, and the financial complexities of emergency medical services.
- *Oversee Construction Costs of New Fire Stations:* Community growth and related service demands have prompted the District’s plans to construct and operate two new additional fire stations, Stations #2 and #6, within the next two to five years. The District currently owns the real estate upon which the new stations will be built. One of the new Finance Director’s key tasks will be to analyze and incorporate into a long-range financial plan the construction costs of the new stations and the costs for their ongoing staffing, operations, equipment, and maintenance.
- *Complete Transition to Oracle NetSuite:* In 2022, the District began using a new financial software system, Oracle NetSuite, which has proven to be an effective and useful tool for its financial reporting and accounting. The new Finance Director will be responsible for using the system to bring all of the District’s accounting functions in-house, ensuring the District’s finance structures and procedures meet government finance best practices.

IDEAL CANDIDATE

Harris County Emergency Services District No. 48 seeks a professionally confident and highly competent government finance official to serve as its first Finance Director. The ideal candidate is an experienced, independent, and self-motivated leader with high ethical standards. They will be a collaborative team leader with demonstrated experience in fostering effective working relationships with diverse personalities. Someone who is transparent and an astute communicator is highly desired.

The ideal candidate will have a positive and well-rounded “can-do” attitude, with a spirit of helping others and finding answers to meet the needs of the organization. This person will have a professional and responsive working style, able to switch gears as the situation demands, while remaining attentive to details. They will be skilled in research and analysis, record and file maintenance, bookkeeping and accounting procedures, posting and making calculations with speed and accuracy, and maintaining confidentiality and discretion. They will be comfortable working with diverse individuals with tact, diplomacy, discretion, and sensitivity.

Knowledge of applicable laws, regulations, and codes required to perform essential functions is critical for the chosen Finance Director. The ideal candidate will be experienced in municipal accounting procedures, including BARS and GAAP; financial procedures and principles, including GAAS; labor laws and methods, practices, and terminology used in payroll and accounts payable services.





EDUCATION AND EXPERIENCE

A bachelor's degree in accounting, finance, or a closely related field is required, with a master's degree in accounting, finance, or a closely related field preferred. Candidates must have five (5) years of progressively responsible experience in accounting, budgeting, and financial analysis, with at least three (3) years at an operational management level. This position requires extensive knowledge of government accounting principles, including state and federal funding, auditing rules and regulations, grant management, and internal control standards.

Other requirements include:

- A minimum of five (5) years' experience with financial software
- Advanced proficiency with Microsoft Office Suite
- Valid Texas Driver's License and an acceptable driving record
- Completed coursework in government accounting
- Active knowledge and experience in government finance accounting, principles, and procedures, including GASB and GAAP

Preferred qualifications include:

- Certified Public Accountant (CPA)
- Certified Internal Auditor (CIA) or Certified Fraud Examiner (CFE)
- Certified Government Finance Officer (CGFO) from GFOAT or Certified Public Finance Officer (CPFO) from the GFOA of the U.S. & Canada
- Experience in public administration, fire service, or for a government sector employer
- Knowledge of the Texas Health and Safety Code Chapter 775 regarding state regulations governing emergency services districts in Texas
- Experience in accounting and control for significant capital construction projects and assets
- Experience with BARS or similar finance/accounting systems
- Active experience with Oracle NetSuite
- Supervisory experience
- Knowledge and experience with government procurement laws in Texas

COMPENSATION AND BENEFITS

The District offers a competitive salary range of \$151,000-\$170,000 depending on qualifications and experience, with a comprehensive benefits package including health insurance, dental insurance, life insurance, paid vacation, and sick leave. The District participates in the Texas County & District Retirement System (TCDRS) at a mandatory employee deposit rate of 7% and a District matching ratio of 2:1. A work cell phone and laptop are provided and moving cost assistance may be considered. The District strongly supports opportunities for professional development and accommodates flexible work schedules.



APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

Merrill King, Senior Vice President
MerrillKing@governmentresource.com
651-308-6582



Harris County Emergency Services District No. 48 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 Katy
www.cityofkaty.com

Katy Chamber of Commerce
www.katychamber.org

Katy Independent School District
www.katyisd.org

Greater Houston Partnership
www.houston.org

