



DIRECTOR OF ADMINISTRATIVE & FINANCIAL SERVICES

Administrative & Financial Services
Department

Annual Salary:
\$146,000–\$165,000 DOE/DOQ

Topeka, Kansas



Are you an accomplished local government finance executive who can lead complex financial operations, develop long-range fiscal strategies, and serve as a trusted advisor to executive leadership and elected officials? If so, apply to become the City of Topeka's next Director of Administrative & Financial Services!

We're seeking an innovative, collaborative, and strategic financial leader who is:

- Experienced in municipal budgeting, accounting, treasury, and long-term financial planning.
- Skilled at building trusted relationships with department directors, elected officials, investors, and community stakeholders.
- Committed to organizational excellence, transparency, accountability, and exceptional public service.

Help shape the financial future of Kansas' Capital City while supporting a vibrant community where people proudly choose to live, work, learn, and play.

Executive Recruitment Provided by



ABOUT THE COMMUNITY

As the Capital City of Kansas, Topeka combines the amenities of a metropolitan area with the welcoming feel of a close-knit community. Located along Interstate 70 approximately 60 miles west of Kansas City, Topeka serves as the governmental, educational, healthcare, and economic center of northeast Kansas.

Residents enjoy an outstanding quality of life highlighted by the nationally recognized NOTO Arts District, a revitalized downtown, beautiful parks, miles of trails, nearby lakes, museums, cultural festivals, and year-round recreational opportunities. Affordable housing, a reasonable cost of living, excellent schools, and convenient access to Kansas City make Topeka an attractive place to live, work, and raise a family.

The City continues to experience significant investment in infrastructure, housing, economic development, and neighborhood revitalization. Major employers include the State of Kansas, Stormont Vail Health, Advisors Excel, Blue Cross Blue Shield of Kansas, Hill’s Pet Nutrition, Goodyear Tire & Rubber, Washburn University, and numerous public-sector organizations. Strong partnerships among government, business, education, and community organizations continue to position Topeka for long-term success.

Whether enjoying First Friday Art Walks in the NOTO District, exploring local parks and campgrounds, attending community festivals, or taking advantage of the City’s affordable lifestyle, residents appreciate the balance of big-city amenities with a welcoming hometown atmosphere.

GOVERNANCE & ORGANIZATION

The City of Topeka operates under a Council-Manager form of government. The Mayor is elected at-large while nine City Council members are elected from geographic districts and serve staggered four-year terms. The City Manager is appointed directly by the Governing Body.

The City employs approximately 1,091 employees and operates with a 2026 expense budget of approximately \$416 million, providing a full range of municipal services including:

- Administrative & Financial Services
 - Public Works
 - Police
 - Fire
 - Utilities
 - Planning & Development
- Human Resources
 - Information Technology
 - Economic Development
 - Inclusive Communities
 - Legal
 - Communications



POPULATION
125,795



MEDIAN HOUSEHOLD INCOME
\$56,956



MEDIAN HOME VALUE
\$144,200
AVERAGE MONTHLY RENT
\$979

Tourism



History





ABOUT THE JOB

The Administrative & Financial Services Department provides citywide leadership in accounting, treasury, payroll, budgeting, revenue management, procurement, contracts, investments, debt administration, grant administration, annual audits, and financial reporting. The department also develops financial policies and serves as the City's primary financial advisor.

Reporting directly to the City Manager, the Director of Administrative & Financial Services will:

- Lead all financial operations for the City.
- Develop and administer the City's annual operating and capital budgets.
- Direct accounting, treasury, payroll, procurement, contracts, revenue, and budgeting functions.
- Provide strategic financial recommendations to the City Manager and Governing Body.
- Oversee audits, internal controls, investment management, debt administration, and long-range financial planning.

[Full Job Description](#)



DEPARTMENT STRUCTURE

Divisions within the department:

- Cash & Accounting
- Payroll
- Revenue
- Contracts & Procurement
- Budget & Financial Analysis

DEPARTMENT QUICKFACTS



EMPLOYEES

19



DEPARTMENT BUDGET

Approximately

\$2.9 MILLION

KEY PROJECTS FOR 2026

- Complete implementation of the City's new ERP financial platform.
- Develop comprehensive citywide financial policies and procedures.
- Lead preparation of accurate annual budgets and long-term financial forecasts.
- Review utility rate models and recommend appropriate adjustments.
- Participate in labor negotiations by providing financial forecasting and recommendations for seven collective bargaining units.
- Review and recommend future sales tax initiatives.
- Continue strengthening public confidence in the City's financial stewardship

IDEAL CANDIDATE

The City of Topeka seeks an experienced municipal finance executive who combines technical expertise with exceptional leadership abilities. The successful candidate will possess extensive experience in municipal budgeting, financial forecasting, accounting, debt management, and long-range fiscal planning while serving as a trusted advisor to executive leadership and elected officials.

The ideal candidate will be an outstanding communicator who builds trust throughout the organization and develops productive relationships with the Governing Body, City Manager, department directors, staff, investors, and community stakeholders. They will have the confidence to make difficult financial recommendations while remaining collaborative, transparent, and solutions-oriented.

This leader will be an effective mentor who develops staff, encourages collaboration across departments, promotes accountability, and continually seeks opportunities to improve financial operations, organizational effectiveness, and long-term fiscal sustainability. Experience navigating complex budget discussions, supporting labor negotiations, implementing financial technology solutions, and maintaining public confidence in government finances will position the successful candidate for long-term success.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field.
- Five (5) years of progressively responsible finance experience.
- Four (4) years supervising upper-level management staff.
- Extensive knowledge of municipal accounting, budgeting, investments, debt management, auditing, procurement, payroll, treasury operations, grants, and financial reporting.

Preferred:

- Master's degree (MBA, MPA, Organizational Development, Political Science, or related field).
- Certified Public Accountant (CPA).
- Executive-level leadership experience as a department director or above.
- Local government finance experience.
- Experience working directly with elected officials or governing boards.
- Experience with economic development incentives and municipal financing.

SALARY & BENEFITS

- **Compensation:** \$146,000–\$165,000 DOE/DOQ.
- **Health Benefits:** Comprehensive medical, dental, vision, prescription drug, life insurance, disability coverage, and voluntary insurance options through the City's employee benefits program.
- **Paid Leave:** Competitive vacation, sick leave, paid holidays, and additional leave benefits as outlined in City policy.
- **Retirement:** Kansas Public Employees Retirement System (KPERS), with employee and employer contributions as provided by state law.
- **Additional Perks:** On-site employee health clinic for participants in the City's health insurance plan, Employee Assistance Program, wellness initiatives, tuition reimbursement, professional development opportunities, flexible work arrangements where appropriate, and the technology necessary to perform the duties of the position.



HOW TO APPLY

Apply Here



For more information on this position, contact:
Marsha Reed, Senior Vice President, Executive Recruitment
marshareed@governmentresource.com | 806-789-9641

The City of Topeka is an Equal Opportunity Employer and values diversity in its workforce. Finalists will be subject to a comprehensive background investigation.