



ASSISTANT DIRECTOR OF FINANCE

Annual Salary:
\$130,000 - \$140,000, DOQ

Longview, Texas



Are you looking for an opportunity to grow your career in an award-winning Finance Department? Would you thrive in an organization where departments work together to achieve shared goals?

The City of Longview invites you to explore its newly created Assistant Director of Finance position, established as part of the City's succession plan and designed to support the department's continued success.

We're seeking a finance leader who is:

- A collaborative partner who builds strong working relationships across City departments and with City stakeholders
- A leader who trains, educates, and supports a talented team
- A Certified Public Accountant with government accounting and financial operations experience

Longview is Real East Texas – read on to learn more about this opportunity!

ABOUT THE COMMUNITY

Nestled among the rolling hills and piney woods of East Texas along Interstate 20, Longview is the seat of Gregg County and the economic center of the region. Longview’s story began in 1870, when farmer O.H. Methvin sold 100 acres to the railroad for a single dollar on the condition that a town be built there. The railroad made Longview a commercial hub, and the 1930 discovery of the East Texas Oil Field fueled decades of growth. Today, Dallas-Fort Worth, Shreveport, and Houston are all an easy drive away.

Residents enjoy an affordable cost of living, a welcoming hometown spirit, and small-town charm paired with the amenities of a thriving, forward-thinking city. The area’s lakes, trails, and parks invite fishing, boating, and hiking, and the City offers 34 public parks, 10 miles of trails, and the Longview Arboretum and Nature Center.

Downtown Longview is a hub for dining, shopping, live music, and community events. Spanning 343 acres, Longview’s Cultural District is home to the Longview Museum of Fine Arts, the Gregg County Historical Museum, the Longview Symphony, Longview Ballet Theatre, and other historic sites and venues.

Longview’s employment base continues to grow, anchored by CHRISTUS Good Shepherd Health System, Longview Regional Medical Center, Eastman Chemical, and a Gap Inc. distribution center. Families are served by four public school districts, several private schools, and higher education options including LeTourneau University and institutions in nearby communities.



POPULATION
83,236



MEDIAN HOUSEHOLD INCOME
\$63,340



MEDIAN HOME VALUE
\$202,600
AVERAGE MONTHLY RENT
\$ 1,101

History



Tourism



ABOUT THE CITY OF LONGVIEW

The City of Longview is a full-service municipality committed to excellence and guided by its core values of Accountability, Trustworthy, Integrity, and Professionalism. Its vision is to be a premier community promoting education, business opportunities, and cultural diversity; capitalizing on its heritage and natural beauty; focusing on families and healthy living; and creating a safe, welcoming environment that attracts vibrant people to call Longview home.

The City employs 901 full-time and 35 part-time team members and operates with a total FY 2026-27 budget of \$245 million, including a \$102.6 million General Fund, with an ad valorem tax rate of \$0.5619 per \$100 valuation. Longview is in a strong financial position, holding AA bond ratings from both S&P and Fitch.

The organization is known for its strong workplace culture, supportive colleagues, and a collaborative spirit. Departments work closely across the organization rather than in silos, fostering a shared commitment to serving the community.

GOVERNANCE & ORGANIZATION

Longview operates under the council-manager form of government. The City Council includes six members elected from single-member districts and a Mayor elected at large, each serving three-year terms with a limit of three consecutive full terms. Council appoints the City Manager, City Attorney, City Secretary, and Municipal Court Judge, and confirms the Assistant City Manager, department directors, and chiefs. City Manager Rolin C. McPhee, P.E., has led the organization since 2022. The Council is engaged in the City’s financial planning and budget process, supporting responsible fiscal management.

The Assistant Director of Finance works closely with the Director of Finance, City departments, external auditors, and vendors.



ABOUT THE JOB

Reporting to the Director of Finance, the Assistant Director of Finance is a newly created position designed to strengthen the Finance Department and serve as a key leader within both the department and the City. The role is also a central part of the department's succession planning.

The Assistant Director plans, coordinates, and manages the day-to-day operations of the Finance Division; oversees month- and year-end closing; coordinates the annual audit; administers the City's Tyler Munis ERP system; and develops and monitors the budget. The position also serves in the Emergency Operations Center during City emergencies.

The successful candidate will provide operational leadership for:

- **Accounting:** accounting, auditing, capital accounting, grants, payroll accounting, and financial reporting
- **Purchasing:** transparent, efficient procurement in compliance with state and local regulations
- **Utility Billing:** billing administration and customer service for more than 29,000 water, sewer, and sanitation accounts

[Full Job Description](#)



DEPARTMENT STRUCTURE

The Finance Department plays a key role in every financial transaction of the City, including cash management and investments, debt management, accounts payable and receivable, capital assets, the capital improvements program, grant administration, long-range financial planning, quarterly investment reports, the annual budget, and the Annual Comprehensive Financial Report (ACFR).

Divisions Reporting Through the Assistant Director of Finance

- Accounting
- Purchasing
- Utility Billing & Customer Service

Organizational Quick Facts

- Finance Department budget: \$4.2 million
- Finance Department staff: 26 employees
- Full-time positions within the Assistant Director's area: 22
- Enterprise financial system: Tyler Munis ERP
- City bond ratings: AA (S&P and Fitch)

KEY INITIATIVES

Building a New Leadership Role

As the first person to hold this position, the Assistant Director will help define how the role supports the Director and the department establishing goals, objectives, and priorities, and leading the development and review of accounting policies and procedures.

Succession Planning & Team Development

This position is a cornerstone of the department's succession planning. The Assistant Director will train, educate, and support staff, while creating growth pathways for team members and improving retention in entry level and administrative positions.

Financial Systems & Technology

The Assistant Director will administer and maintain the City's Tyler Munis financial system, support end users, and advance the department's goal of producing accurate, complete, and readily available financial reports.

Sustaining Award-Winning Financial Reporting

Longview has earned the GFOA Distinguished Budget Presentation Award and the GFOA Certificate of Achievement for Excellence in Financial Reporting. The Assistant Director will help sustain that standard by coordinating the annual audit, overseeing year-end close, and keeping the City current with GASB statements.

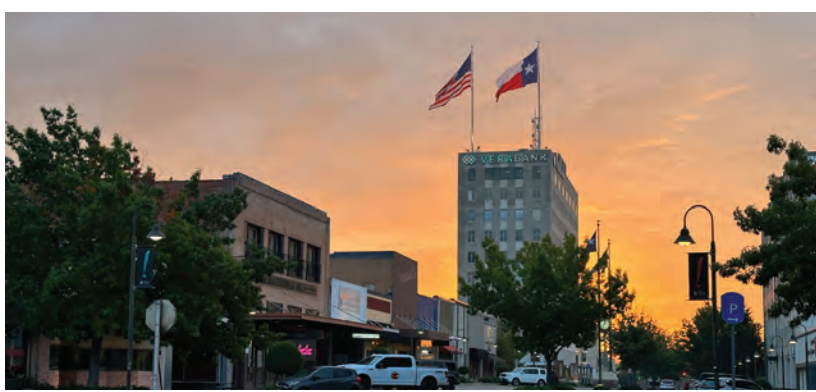
Customer-Focused Utility Billing

With more than 29,000 water, sewer, and sanitation accounts, Utility Billing is one of the City's most visible services. The Assistant Director will champion accessible payment options and a strong commitment to responsive customer service.

THE IDEAL CANDIDATE

The City of Longview seeks a CPA and governmental finance professional who is ready to step into a newly created leadership role and help shape it. The ideal candidate brings strong knowledge of GAAP and GASB requirements, municipal financial reporting, and audit coordination, and will effectively become an expert user and administrator of the City's ERP system.

The Assistant Director will invest in staff development and strengthen an already positive workplace culture to help prepare the department for the future. The department's updated office environment provides a modern, professional setting that supports collaboration and teamwork. Longview values collaboration across departments, and the ideal candidate will build strong relationships across the organization. Someone who enjoys working with talented colleagues in a large small-town feel, and values an on-site, team-oriented environment will thrive here.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in accounting, business administration, or a related field
- Three years of experience managing accounting/financial operations
- An equivalent combination of education and experience may be considered
- Certified Public Accountant (CPA)
- Interested applicants with other applicable financial certifications are encouraged to apply
- Knowledge of GAAP, GASB requirements, and computerized accounting systems
- Valid Texas driver's license

Preferred:

- Master's degree in accounting, business administration, or a related field
- Experience managing accounting/financial operations in a municipal government environment

SALARY & BENEFITS

The City of Longview offers a competitive salary and a comprehensive benefits package. There is no residency requirement, and this is an on-site position.

Compensation

- Salary range of \$130,000 - \$140,000, DOQ
- City-paid cell phone

Health & Wellness

- Health, dental, and vision insurance
- Life and long-term disability insurance
- Employee health clinic for employees and dependents on the City's health plan
- Free access to two City-owned fitness facilities
- Pet insurance and identity theft protection

Retirement

- Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 City match
- Social Security participation

Paid Leave

- Vacation and sick leave
- Paid holidays, bereavement leave, and FMLA

Professional Development / Other Benefits

- Support for continuous professional development
- "Dress for Your Day" policy and employee appreciation lunches

Join a financially strong, award-winning organization where great people, true collaboration, and the best of Real East Texas come together.



HOW TO APPLY

Apply Here



For more information on this position, contact:

Veronica Carrillo, Senior Vice President, Executive Recruitment

veronicacarrillo@governmentresource.com | 210-215-3348

The City of Longview is an equal opportunity employer and shall not discriminate against any employee or applicant for employment because of age, sex, national origin, religion, race, handicap or disability, or other protected groups under federal, state, or local laws. Applicants selected as finalists for this position will be subject to a comprehensive background check.