CHIEF FINANCIAL OFFICER

Medina County Emergency Services District No. 1

Annual Salary:
$130,000–$160,000 DOQ

Castroville, Texas

Are you an accomplished government finance professional ready to bring your expertise to a growing organization with an expanding need for a dedicated financial leader? Do you thrive in a hands-on, collaborative environment where your work directly supports public safety? If so, Medina County Emergency Services District No. 1 invites you to apply to become its next Chief Financial Officer.

Reporting to the Fire Chief, the Chief Financial Officer (CFO) will lead the District's strategic financial administration and serve as a trusted executive advisor to the Chief and the Board of Commissioners. This newly created position comes at a pivotal moment, as the District prepares for growth from a $14 million budget toward a projected $50 million over the next 5–7 years.

We're seeking a financial leader who brings:

- Expertise in government accounting with strong skills in budgeting, forecasting, and financial reporting
- A clear communicator who can translate complex financial information for non-financial leaders and stakeholders
- A hands-on leader who builds modern, scalable processes and strengthens internal controls

Read on to learn more about this opportunity to make a lasting impact on public safety for the residents in Medina County!



Executive Recruitment Provided by SGR

ABOUT THE COMMUNITY

Medina County Emergency Services District No. 1 serves a growing area just west of San Antonio that blends rural heritage, small-town traditions, and expanding suburban development. Medina County's story dates to the 1840s, when Henri Castro brought Alsatian settlers to the banks of the Medina River, and that heritage remains part of the area's character today.

Long rooted in agriculture and agribusiness, the region is evolving into a vibrant extension of the greater San Antonio metropolitan area. Residential and commercial development continues to move westward, accompanied by significant investment in technology infrastructure, including Microsoft's data center campuses. New neighborhoods, low tax rates, and steady economic growth make the area an increasingly attractive place to live and work.

Despite this momentum, the area retains its small-town atmosphere and strong sense of community. Local traditions, including Fourth of July parades and community events around the town square, reflect the connections that continue to define daily life. Families are served by the well-regarded Medina Valley Independent School District, a point of pride for residents.

Residents enjoy the best of both worlds: rural surroundings and established communities close to home, with all the shopping, dining, cultural attractions, and metropolitan amenities of San Antonio within about a 30-minute drive. This combination of community, convenience, and opportunity makes Medina County an appealing place to build both a career and a life.

POPULATION
56,881

MEDIAN HOUSEHOLD INCOME
$78,074

MEDIAN HOME VALUE
$239,600

AVERAGE MONTHLY RENT
$1,196

HISTORY

TOURISM

ABOUT MEDINA COUNTY EMERGENCY SERVICES DISTRICT NO. 1

Medina County Emergency Services District No. 1 provides fire and emergency medical services to approximately 50,000 residents. With 106 employees and an annual budget of approximately $14 million, the District is a close-knit, family-oriented organization with less bureaucracy and direct access to leadership and the people it serves.

The District is funded primarily through a property tax rate of $0.10 per $100 of taxable valuation and works with other emergency services districts through interlocal agreements. It enters this next chapter from a position of strength, with established financial processes and controls and no outstanding audit findings. As the community continues to experience rapid growth and new construction, demand for emergency services is expected to increase. The District is committed to planning for future public safety infrastructure and development.

Above all, the District is committed to doing things the right way, building public trust, and supporting the community it serves. This is an opportunity to join an organization with a strong foundation and help shape its financial operations to meet the demands and opportunities of the years ahead.

DISTRICT WEBSITE



GOVERNANCE & ORGANIZATION

Medina County Emergency Services District No. 1 is a political subdivision of the State of Texas, established under Chapter 775 of the Texas Health and Safety Code. The District is governed by a five-member Board of Commissioners appointed by the Medina County Commissioners Court to serve staggered two-year terms. The Board provides oversight and strategic direction, while the Fire Chief leads day-to-day operations. Although ESD No. 1 is the employer, the District also provides services to three other emergency services districts through interlocal agreements, and the expenses for those services are accounted for separately within the District's financial system.

The District provides the following services:

- Fire Protection and Suppression
- Emergency Medical Services

The Chief Financial Officer will work closely with the Fire Chief, the Board of Commissioners, District personnel, auditors, financial institutions, partner emergency services districts, governmental agencies, and vendors.

ABOUT THE JOB

Under the direction of the Fire Chief, the Chief Financial Officer leads the District's financial administration and management. The CFO serves as financial advisor to the Chief and provides financial information, analysis, and recommendations that support the Board's governance and oversight responsibilities, communicating results, risks, and options to promote transparency, accountability, and informed decision-making.

This is a newly created executive position that reflects the District's growth and increasing financial responsibilities. Historically, financial functions have been managed through administrative support and the Chief. With the retirement of the current Administrator, the District is taking the next step in its organizational development by establishing a dedicated financial professional position. The current Administrator will remain available through August 2027 to assist with the transition and provide continuity of institutional knowledge. The CFO will be supported with an Accounts Payable position and will have the opportunity to shape and develop the District's financial processes to meet its evolving needs.

The successful candidate will provide executive leadership:

- **Accounting and Financial Operations:** Oversee the general ledger, accounts payable, accounts receivable, payroll, and grant reporting
- **Budget Development and Administration:** Lead the annual budget development, monitoring, financial analysis, and reporting
- **Financial Planning and Forecasting:** Develop multiyear financial projections, revenue forecasting, and cash flow management
- **Financial Reporting and Audit:** Responsible for development and preparation of the annual financial report and coordination of the annual audit
- **Policies and Procedures & Technology:** Responsible for evaluating and updating financial policies, procedures, internal controls, and accounting software
- **Treasury and Revenue Management:** Oversee investments, debt obligations, and revenue management, including the District's Fire and EMS billing contract
- **Board Relations and Financial Communication:** Prepare and present clear, accurate, and professional financial reports, analyses, and recommendations to the Board of Commissioners



DEPARTMENT STRUCTURE

The Chief Financial Officer will build the District's first dedicated finance function, leading a small team today with the opportunity to identify the personnel, training, and technology needed for the future.

POSITIONS REPORTING TO THE CHIEF FINANCIAL OFFICER

- Accounts Payable Team Member

ORGANIZATIONAL QUICK FACTS

- **Annual Budget:** Approximately $14 million, projected to reach approximately $50 million within 5–7 years
- **Total Employees:** 106
- **Residents Served:** Approximately 50,000
- **Tax Rate:** $0.10 per $100 of taxable valuation
- **Governing Body:** Five-member Board of Commissioners
- **Current Accounting System:** QuickBooks

JOB DESCRIPTION



KEY INITIATIVES

The Chief Financial Officer will step into a role with significant opportunity to shape how the District plans, reports, and grows. Key initiatives include:

Policies, Procedures & Internal Controls
Review the District's established financial policies and procedures and update them to align with best practices. Build on existing processes and controls, define clear responsibilities and segregation of duties, and streamline accounts payable so that transactions are processed accurately and vendors are paid promptly.

Forecasting & Cash Flow Management
Develop reliable revenue projections, multiyear financial forecasts, and quarterly cash flow analyses. Housing growth is creating increased demand for services, while some of the associated tax revenue is still forthcoming. Careful planning will be essential to align revenue collections with staffing expansion and service demands, while also managing the cash flow implications of interlocal service agreements.

Board Financial Reporting
Deliver reliable reporting that builds confidence and trust in the District's financial position, including monthly budget-to-actual comparisons, year-over-year results, what-if scenarios, and recommendations on appropriate reserve levels.

Long-Term Financial & Infrastructure Planning
Help the District plan public safety infrastructure ahead of growth by forecasting revenues and expenditures, conducting cost-of-service analyses, and planning for fire apparatus replacement, equipment, and facilities.

Systems, Resources & Billing Administration
Assess current software and technology needs and determine if they meet the District's future needs, identify personnel and training needs, and develop a strong understanding of the third-party Fire and EMS billing contract and the revenue it generates.

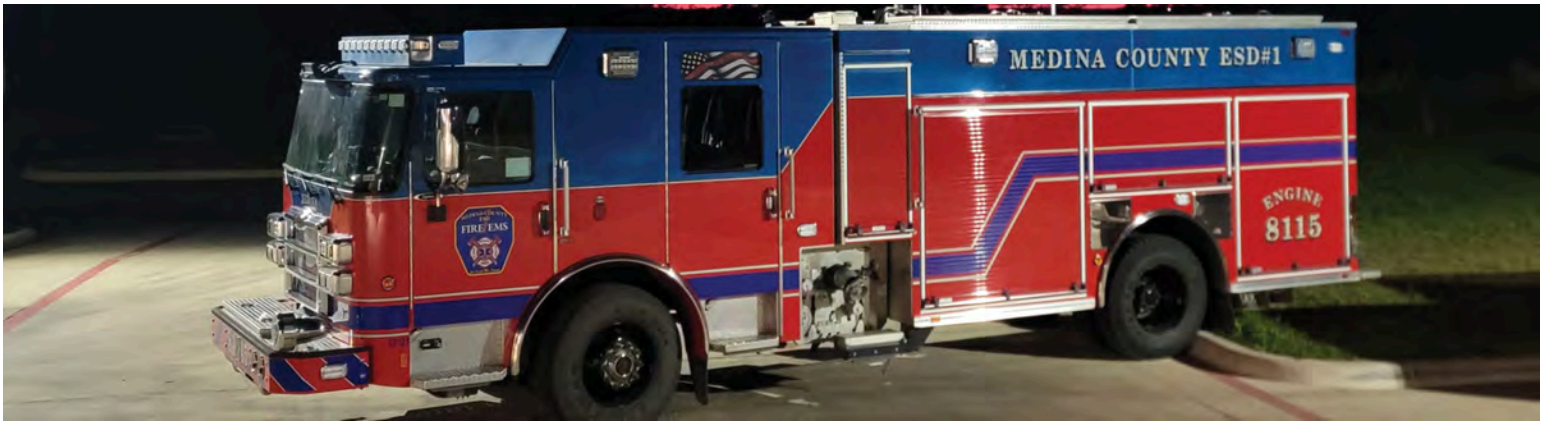
THE IDEAL CANDIDATE

The ideal candidate is an accomplished financial professional with demonstrated expertise in governmental accounting, financial management, and public-sector finance. The District seeks a strategic, hands-on leader who combines strong technical knowledge with the ability to develop sound financial practices, strengthen internal controls, guide long-term financial planning, and translate complex financial information into meaningful recommendations for executive leadership and the Board of Commissioners.

A Certified Public Accountant (CPA) designation is preferred, as is experience with an emergency services district, fire service, or public safety agency. The successful candidate will bring sound professional judgment, a commitment to financial integrity and accountability, and the ability to build a finance department that supports the District's continued growth and long-term financial sustainability.

Equally important is the ability to communicate. The next CFO will be a clear, confident presenter who can help leaders understand not only the numbers but what they mean for strategic decisions. A commitment to transparency and accountability, a collaborative approach, and sound professional advice will build trust with the Chief, the Board, the team, and taxpayers.

Finally, the District wants a leader who will become part of the team. This is a hands-on role in a small, close-knit organization, ideal for an adaptable professional who learns quickly, recognizes when established practices need to evolve, and is excited to help move the District toward proactive and transparent financial operations that support continued growth.



EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in accounting, finance, business administration, public administration, or a related field from an accredited college or university
- At least five years of progressively responsible experience in governmental or public accounting, financial administration, or a closely related field
- At least three years of supervisory experience, preferably in financial operations
- Valid Texas driver's license with an acceptable driving record, or the ability to obtain one within 90 days of employment

Preferred:

- Master's degree in accounting, finance, public administration, or a related field
- Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO), Certified Public Finance Officer (CPFO), or another recognized government finance certification
- Three years of experience in an emergency services district, fire service, EMS, or comparable public safety organization
- Experience with QuickBooks or with evaluating and implementing financial management systems



SALARY & BENEFITS

Medina County Emergency Services District No. 1 offers a competitive salary and a comprehensive benefits package, including strong employer retirement contributions.

Compensation

- **Salary:** $130,000–$160,000 DOQ
- **Schedule:** Full-time, exempt, on-site position, generally Monday through Friday, 8:00 a.m. to 5:00 p.m.

Health & Wellness

- **Insurance:** Medical, dental, and life insurance
- **Premiums:** The District pays 100% of employee premiums and a percentage of dependent premiums

Retirement

- **Texas County & District Retirement System (TCDRS):** Mandatory 7% employee contribution with a District match of 14%
- **457(b) Plan:** Mandatory 2.5% employee contribution with a District match of 2.5%
- **Social Security:** The District does not participate in Social Security

Paid Leave

- **Leave Types:** Vacation, holiday, sick, military, and bereavement leave
- **Accrual:** Paid leave accrues in accordance with District policy

This is an exceptional opportunity to join a growing public safety organization at an important time and help build the financial foundation that will serve Medina County for years to come.

HOW TO APPLY

APPLY HERE

First Review of Applications: Applications will be reviewed as they are received; early submission is encouraged.

For more information on this position, contact:
Veronica Carrillo, Senior Vice President
veronicacarrillo@governmentresource.com | 210-215-3348

Medina County Emergency Services District No. 1 is an Equal Opportunity Employer.