



Finance Director

CITY OF MANOR TEXAS



MEET ME IN MANOR

THE COMMUNITY

Promise and Community. Those words perfectly describe Manor, Texas - an up-and-coming city with an inviting spirit and incredible opportunities for economic development, education, arts, and culture. Located in the middle of the Dallas, Houston, Austin/San Antonio triangle and sitting just 12 miles east of Austin on U.S. Highway 290, Manor is home to more than 15,300 residents and is poised to see explosive growth over the next decade. Its proximity to the Austin metro area, affordable land, and its location at an interchange of the SH130 toll-road have set the stage for this growth. Many new subdivisions offer a variety of housing types for first-time homebuyers to retirees. In addition, the possibility of the still-active rail line being used for commuter rail has increased growth prospects. As one of the safest and most diverse communities in Travis County, residents are attracted by centrally located jobs, livable wages, and a family-friendly environment. Manor is designated as a Purple Heart City (first Purple Heart school district in Central Texas), Gold Level Scenic City, and holds a Film Friendly Texas certification. In fact, more than 60 movies have been filmed in Manor.

Although the Austin area is perhaps one of the fastest-growing regions in the country, Manor has been able to maintain its small-town feel while placing a high emphasis on planning for the future. The City's wide-open spaces not only give residents and visitors numerous recreational opportunities – there are nine city, county, and district parks in the area that feature fishing lakes, nature preserves, hike/bike trails, picnic areas, and more – but they are also attracting lots of development. There are currently nine large residential subdivisions under construction, or in the permitting process. In terms of commercial development, 306,000 square feet of industrial space is in the permitting process. Nearby family and entertainment spots such as Manor Community Farmers Market, Banner Distilling

Company, A2M trail, and a paved bicycle route stretching from Austin to Manor, only add to the sense of promise and community.

Beyond the City's commitment to welcoming new opportunities for growth and development is its steadfast commitment to education. Manor ISD (MISD) serves more than 9,500 students from Pre-K to 12th grade across 14 campuses. With its focus on groundbreaking educational approaches, MISD was named a District of Innovation by the State of Texas. This prestigious designation awarded more local control over instructional decision-making, empowering MISD to think differently and innovate. As a result of this expanded freedom, MISD developed three distinct educational approaches to support diversity in learning style and offers an International Baccalaureate (IB) curriculum – which encourages learning from a global perspective – at several schools. Higher education opportunities are readily available within a short commute including the University of Texas at Austin, Austin Community College, St. Edward's University, and many more.

The median income in Manor is \$68,797 and the average home value is \$194,091.

Recognized as:



GOVERNANCE AND ORGANIZATION

The City of Manor is a “Home-Rule” city that operates under the Council-Manager form of government. Manor’s governing body is made up of six City Council Members and the Mayor, all of whom have an equal vote in making decisions for the City. The Mayor and the Council Members are elected at large.

Operating with an FY 202-2023 budget of \$43 million and an ad valorem tax rate of \$0.6789 per \$100 in valuation, Manor’s nearly 100 employees deliver an array of quality municipal services to residents and businesses.

As part of the City’s efforts to outline a 2050 Comprehensive Plan, the City Council created the following vision and guiding principles:

- ★ Vision: People from all backgrounds call Manor home. This community provides the opportunity to raise a family, start a job, or grow a business. The community is well connected and supports local business. Multiple transportation options position Manor perfectly to have a booming economy. This makes Manor a gem in the region.
- ★ Guiding Principles: Embedded Equity, Healthy Community, Connected Community, Resilient and Transformative Economy, and Livable Places for All.



ABOUT THE POSITION

The Finance Director is a vital member of the City’s Management team. The primary responsibilities of this position are to provide timely and accurate analysis of budgets, financial trends, and forecasts. This position will oversee day-to-day operations for planning, implementing, managing, and controlling all fiscal activities for the City, including but not limited to debt, treasury management, purchasing, financial reporting, and grant management.

Reports to:

City Manager

Salary:

\$122,449- \$142,438

OPPORTUNITIES AND CHALLENGES

- ★ Under the direction of the administration, plan, manage, supervise, organize, and direct the activities and programs of the Finance Department. including budget, payroll, revenue collection, and accounts payable.
- ★ They are developing, implementing, and maintaining the City of Manor's financial operations, including budget, payroll, revenue collection, and accounts payable.
- ★ Responsible for the City's compliance with applicable codes and standards, coordinates and oversees audits, and performs related duties as required.
- ★ Serves as Chief Financial Officer and principal financial advisor to the City Manager and City Council; provides leadership, direction, and guidance in financial strategies and priorities; evaluates and analyzes financial data and develops solutions to ensure the City's financial health.
- ★ Supervises grants management functions, including all reporting and auditing requirements.
- ★ Develops and implements procedures, goals, and policies related to accounting systems, municipal revenues, purchasing/accounts payable, and payroll.
- ★ Analyzes the financial information needs of City departments and develops financial systems to fulfill those needs; evaluates the effectiveness of current systems and procedures.
- ★ Directs and coordinates the preparation of the city-wide operating budget; reviews and updates revenue and expenditure estimates for use by City departments; prepares a mid-year analysis of budgeted revenues and expenses.
- ★ Directs, plans, and coordinates management staff and programs for the Finance Department; establishes financial and administrative policies and procedures to meet City goals.
- ★ Supervises, trains, and evaluates assigned staff; directs the preparation and analysis of various financial statements, schedules, and reports; ensures compliance with federal, state, county, and other financial reporting requirements.
- ★ Oversee the department standards for responsiveness, service quality, open communication, safety, and excellent customer service.
- ★ Establishes accounting controls following standard audit requirements; assists external auditors in the annual fiscal audit and coordinates all City/Agency resources required to complete the annual audit.



IDEAL CANDIDATE

- ★ Operations, services, and activities of a comprehensive public development program.
- ★ Advanced knowledge of laws, regulations, and policies governing the conduct of the financial activities.
- ★ Advanced principles and practices of program development and administration.
- ★ Represent the City of Manor in various local community leadership meetings as well as meetings with outside sources.
- ★ Principles and practices of municipal budget preparation and administration.
- ★ Statistical and financial research methodology.
- ★ Plans organized and coordinated the departments Disaster Recovery Plan; assists and makes recommendations to department
- ★ Establish and maintain an effective working relationship with all levels of management, City officials, vendors, other employees, and the general public.
- ★ Effectively respond to high pressure environment; meet deadlines and perform multiple tasks under pressure; work with frequent interruptions and changes in priorities.
- ★ Assist in the planning, directing, delegation and coordinating work of assigned staff.
- ★ Provide excellent public relations and customer service, often to multiple customers during the same time.
- ★ Communicate effectively with diverse groups of individuals

utilizing tact and diplomacy. Discern and observe needs of public. Handle difficult customers.

- ★ Assist in the formulating, implementing, and administering of policies and procedures for effective fiscal control.
- ★ Exhibit good professional judgment, analyze facts, recognize problems, and formulate and implement viable solutions.
- ★ Proficiently use general office machines, such as phone, computer, calculator, copier, scanner, and fax machine.
- ★ Proficiently use computers and Microsoft office applications; learn and proficiently utilize new computer applications including Incode software.

Education/Exp. Required

- ★ High School diploma / GED required.
- ★ Graduation from an accredited four-year college or university with a degree in Accounting, Finance, Business Administration, or a related field.
- ★ A minimum of 5 years in a supervisory capacity is required, with a record of upward progression.
- ★ A minimum of two years prior budgeting experience in a municipality. CGFOA Certification

Supervisory Responsibilities

YES

Working Conditions

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ★ Work is confined mainly to an office setting.
- ★ May include flexible hours, including weekends, holidays and some after-hours work or overtime work in response to emergencies.
- ★ Stressful situations are inherent to this position.
- ★ Work may occasionally require travel, including over-night stays, involving training and conducting City business.

Preferred Certification

Master's degree in finance or accounting
Certified Public Accountant

Other Requirements

- ★ Valid Texas Class C Driver's License with satisfactory driving record, as defined by City policy. Proof of citizenship and/or eligibility to legally work in the United States.
- ★ Satisfactory background check
- ★ Must submit to and pass a pre-employment drug test.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ★ Must be able to sit or stand for long periods, answering phones, assisting defendants, performing computer work, filing, copying, scanning, and other administrative work.
- ★ Must possess general manual dexterity to operate computer, office machines, perform filing or other office functions; and reach with hands or arms.
- ★ Must be able to move about office, bend or stoop, retrieve files, lift books or other materials, use stepstools and stepladders to store and retrieve items of various sizes, shapes and forms weighing up to 30 pounds.
- ★ Must be able to handle stressful situations.
- ★ Must possess mental acuity for attention to accuracy and detail.
- ★ Must see in the normal visual range with or without correction.
- ★ Must hear in the normal audio range with or without correction.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.



APPLICATION PROCESS

Please apply online Resumes will not be accepted in lieu of an application:

www.jobs@cityofmanor.org

In Person:

105 E. Eggleston St. Manor, TX 78653

The City of Manor 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 Manor

Cityofmanor.org

City of Manor Social Media

