

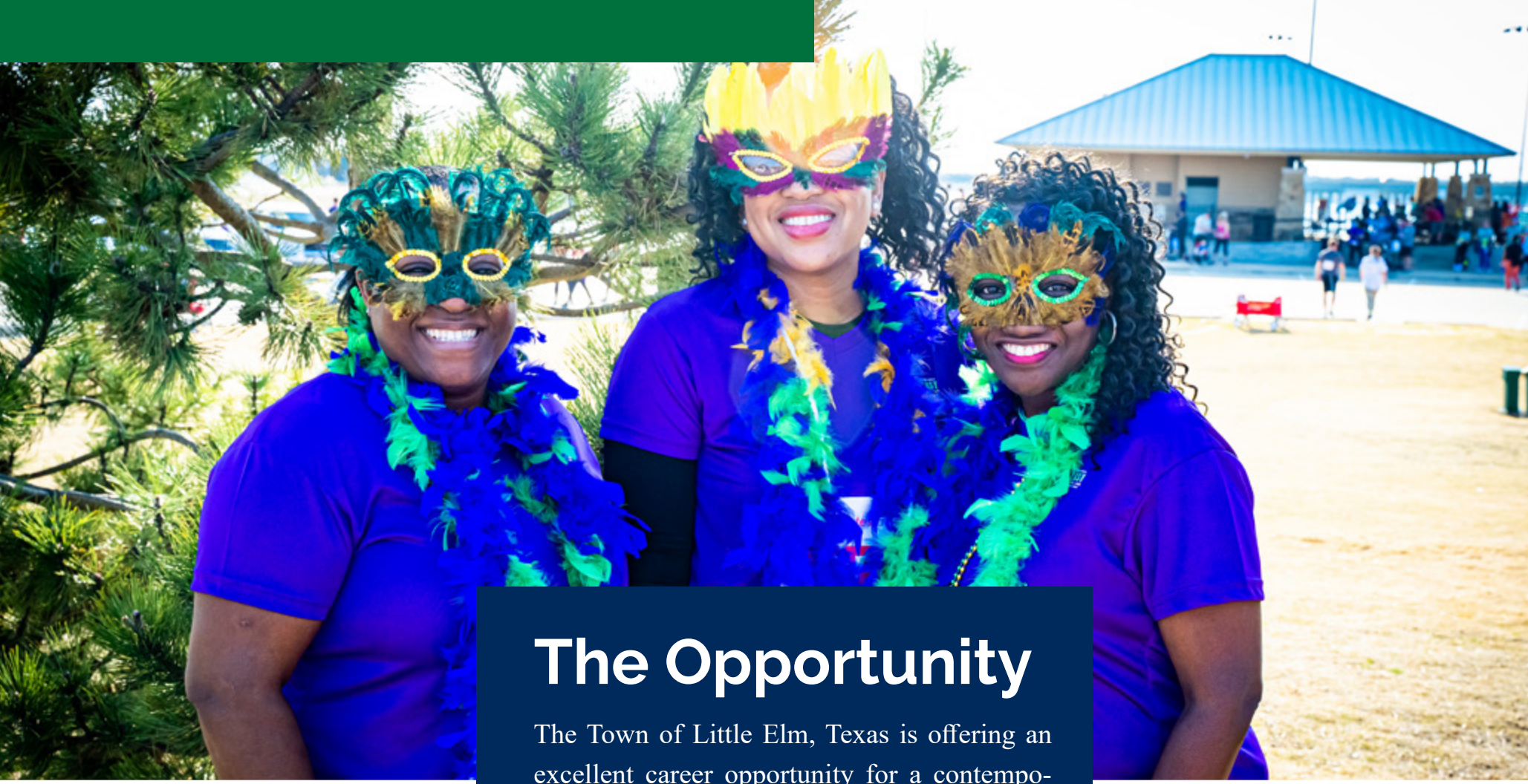


# ASSISTANT FINANCE DIRECTOR

Town of **Little Elm, Texas**

Recruitment Services Provided By





## The Opportunity

The Town of Little Elm, Texas is offering an excellent career opportunity for a contemporary, detail-oriented, highly analytical, and experienced government finance professional to serve as its next Assistant Finance Director.



## About Little Elm

Little Elm, located in the vibrant north Dallas-Fort Worth (DFW) Metroplex offers a unique blend of small-town charm and rapid growth. Nestled in Denton County, just 33 miles north of Dallas and 53 miles from Fort Worth, Little Elm has transformed from a quiet community of 2,000 at the turn of the century to a thriving town of over 56,500 today. This growth has made Little Elm one of the fastest-growing communities in the country. Despite its rapid expansion, the town remains welcoming, diverse, and focused on maintaining its friendly, hometown atmosphere.

Spanning 22.6 square miles, Little Elm is home to stunning natural beauty, with 66 miles of shoreline along Lake Lewisville. Whether you are into boating, fishing, swimming, or just relaxing by the water, there is no shortage of outdoor activities to enjoy. With its breathtaking views and proximity to all the amenities the DFW area has to offer, Little Elm has earned the nickname, “The Town with a Lake Attitude.”

At Little Elm, the town’s staff pride themselves on their service philosophy, which is rooted in Servant Leadership—a commitment to always put the needs of the community first. Guided by their values of Innovation, Customer Service, Efficiency, and Integrity, the team is dedicated to making Little Elm an even better place to live, work, and visit.

# Town Government

Incorporated in July 1966, Little Elm adopted home rule in 2001. The Town is governed by a Council-Manager form of government. The Town's legislative body consists of the mayor and six council members who make up the seven-member Town Council. These seven decision-makers are elected by and represent the residents' and the community's interests.

Little Elm's daily operations are handled by a professional Town Manager appointed by the Town Council. The Town Manager, who functions as the Chief Executive Officer, is responsible for implementing the Council's policy directives and ensuring the effective delivery of all municipal services. The Town Manager, with the help of the Assistant Town Managers, carries out municipal business through Little Elm's department directors and other staff. Little Elm's all funds adopted budget for FY 2024-2025 is \$ 179.3 million which supports 391 full-time equivalents (FTEs) as well as seasonal and part-time positions.

Little Elm's 2025-29 Adopted Budget and Four-Year Financial Plan may be viewed [here](#).





# The Finance Department

The Finance Department develops and manages the Town's budgeting system and provides financial information to external users and internal teams. This information is used to monitor and account for the expenditure of taxpayer dollars and public funds to ensure the Town's financial transactions follow statutory and contractual requirements and Town policies.

The Finance Department facilitates accountability for the Town's funds and other entrusted assets by providing financial information that enables decision-making consistent with the goal of municipal financial sustainability. With a staff of 12.5 full-time staff members and a total operating budget of \$2.2 million, the Department's staff is committed to providing exemplary service to both internal and external stakeholders through teamwork, maximization of resources, efficient and effective processes, and technological advancements. The Department's leadership emphasizes the importance of providing the highest level of service at the greatest value through the most effective and efficient operation.

The Finance Department consists of four divisions: Accounting, Budgeting, Purchasing, and Utility. Through these divisions, the Department carries out its responsibilities which include accounting, budgeting, financial reporting, accounts payable, purchasing, treasury and debt, utility billing, external audits, unclaimed property, and investments.

The Town of Little Elm has been awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for fourteen consecutive years. This award is earned by those local governments that exceed the minimum requirements for utilizing accepted accounting principles in preparing comprehensive annual financial reports which reflect both transparency and full disclosure. The Town is also in its fourth year of receiving the Popular Annual Financial Reporting Award from the GFOA; this award is earned by those municipalities which promote municipal finance transparency by producing a high-quality annual financial report designed specifically for those without a public finance background to foster a better understanding of the complexities of municipal finance.

# The Position

Working under the general direction and in support of the Chief Financial Officer, the Assistant Finance Director, as an exempt employee, performs a wide range of accounting, budgeting, technical review, and accounting oversight and reconciliation duties. The Assistant Finance Director must be a proven government finance professional with broad-based, contemporary job knowledge, and excellent interpersonal and written communication abilities. The Assistant Finance Director's duties include planning and directing the Department's daily operations, the annual comprehensive financial report, and the annual external financial audit; coordinating assigned activities within the Department, with external stakeholders, and with other Town departments and divisions. The Assistant Finance Director prepares technical financial analyses and complex financial reports while making recommendations regarding process improvements; the position also supervises four direct reports.

As a crucial member of the Department's senior leadership, the Assistant Finance Director's key duties and responsibilities include:

- Managing the annual year-end financial system close out process and ensuring all general ledger reconciliations, accruals, and various year-end adjustments and entries are accurate and complete.
- Leading, supervising, and evaluating the work performance of direct reports; making final decisions on hiring and disciplinary actions; and realigning work and staffing assignments, as needed.
- Providing budgetary assistance to all Town departments and divisions in the development of budget analysis, forecasting models, coordination of capital improvement program budget preparation, and oversight of position budgeting.
- Providing managerial oversight, including developing, implementing, and enforcing policies and procedures for the Finance Department.
- Evaluating, maintaining, and implementing internal control procedures in accordance with the Government Accounting Standards Board (GASB) and providing recommendations to management on best practices.
- Providing general oversight of the development and maintenance of the general accounting system; establishing and recording of all governmental and enterprise funds, tax increment reinvestment zones, public improvement districts, and debt service funds.
- Preparing or assisting in routine financial reports for management; assisting, as needed, with independent external auditors during the annual audit.



# Ideal Candidate

The ideal candidate will have an established reputation as a highly ethical governmental finance professional who understands the significance of accountability and transparency in the preservation of the public's trust and who possesses the following traits and characteristics:

- A clear, effective, and diplomatic communication style, whether verbally or in writing, which enables the ability to address a variety of stakeholders, including banking officials and external auditors, to accomplish work efficiently and effectively, and as a precursor to building and maintaining solid working relationships.
- Capable of prioritizing, multi-tasking, and synthesizing substantial amounts of data from multiple sources to facilitate the preparation of accurate budget and financial documents essential to evaluating the Town's existing and future financial condition, including cost-benefit, statistical economic, market, and other analyses.
- Ability to operate with independence, initiative, and autonomy, within established procedural guidelines, while remaining aligned with the Town's and the Chief Financial Officer's policy directions and organizational goals.
- Strong analytical and technical government finance abilities; solid knowledge of and fluency with governmental finance standards; a proven record of accomplishment in

implementing efficiencies and being adaptable to changing circumstances and the need to handle varied duties.

- An elevated understanding of the Government Accounting Standards Board (GASB), Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules, and regulatory reporting requirements as well Generally Accepted Accounting Principles (GAAP) related to public sector fiscal management.
- Solid foundation in public sector accounting and budgeting principles and procedures, including cost accounting, payroll, revenue, service fees, grants, cash management principles, investments, general ledger reconciliation methods and techniques, the municipal bond market, debt service, and financial forecasting.
- Contemporary understanding of record keeping and file maintenance principles and procedures; advanced proficiency with traditional office software applications and specialized governmental finance and accounting software applications, such as Tyler Munis.
- Ability to read, interpret, understand, and apply accounting standards and procedures, applicable federal and state rules and regulations, and Town policies and procedures.
- Capacity for managing complex budgets, maintaining interrelated financial and technical records, and a keen eye for identifying and reconciling errors.





## Qualifications

Any combination of equivalent education, experience, and training, that would provide the required knowledge, skills, and abilities to perform the job's duties may qualify. A typical way to obtain the knowledge, skills, and abilities would be:

**Education:** A bachelor's degree from an accredited four (4) year university or college with major course work in accounting, business, or a related field is required. A master's degree is preferred.

**Experience:** A minimum of seven (7) years of progressively responsible government accounting and auditing experience with at least four (4) years supervising professional and support staff. Texas-based experience is preferred.

### Certifications and Licenses:

- Certified Government Finance Officer (CGFO) is required. Certified Public Accountant (CPA) is preferred.
- Training and certification on Public Funds Investment Act, §§ 2256.001-.055 must be obtained within a year of employment; additional technical certifications and training may be required.
- Must have a valid Texas driver's license and currently have and maintain a satisfactory driving record.
- Must pass a background investigation, including credit check, and a drug screening.
- Must be bondable.

# Salary & Benefits

The salary range for this position is **\$130,577 to \$159,172**, with the final placement in the range dependent upon qualifications and experience. In addition, an excellent benefits package is provided as outlined below. Key benefits include:

**Retirement:** Membership in the Texas Municipal Retirement System (TMRS): 7% employee contribution with employer matching contribution at 2:1 for the employee's program.

**Insurance:** Little Elm provides a comprehensive benefits package. These benefits support employees and their families through important life events by enhancing quality-of-life outside work and assisting employees and their families to plan and prepare for the future. These benefits include medical, dental, vision, and life insurance plans with a variety of plan options for employees and dependents.

**Other Benefits include:**

- Vacation, Paid Holidays, and Sick Leave
- 4-day Work Week: Monday-Thursday, 7:30 a.m. - 5:30 p.m.
- Employee Life and Dependent Life Insurance Options
- Long-Term Disability
- Wellness Program

**Relocation Assistance:** A moving expense allowance may be available to the selected candidate in accordance with Town policy.







# Application & Selection Process

Although this position will remain open until it is filled, all qualified candidates are strongly encouraged to submit a compelling letter of interest and comprehensive résumé online before **Monday, February 10, 2025**, at:

[www.mosaicpublic.com/careers](http://www.mosaicpublic.com/careers)

**CONFIDENTIAL INQUIRIES ARE WELCOMED TO:**

Jacqueline “Jackie” Seabrooks

[jackie@mosaicpublic.com](mailto:jackie@mosaicpublic.com) | (916) 550-4100

**This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Texas. In accordance with public disclosure/open records laws, information submitted for consideration may be made available to the public upon request by interested parties.**

*The Town of Little Elm is an Equal Opportunity Employer.*

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