



COMPENSATION AND BENEFITS

The Town offers a competitive benefits package for full-time employees, including:

- Fully covered medical, dental, vision & life insurance for employees with the option to add a spouse and/or dependents at a cost.
- paid vacation
- sick leave with sick leave buyback (once a year just before the holidays for qualifying employees)
- \$5 per month longevity after 1 year
- 14 paid holidays
- Participation in Texas Municipal Retirement System (TMRS), with a 2:1 match on a mandatory 7% employee contribution and vesting after five years.



CAREER OPPORTUNITY DIRECTOR OF FINANCE

Pantego occupies about one square mile in the heart of the Dallas-Fort Worth Metroplex – the nation’s fourth largest metro area. The Town is two miles north of I-20 and bounded on three sides by Arlington.

Though our daytime business population is more than 200,000, the residential population is just 2,650. Pantego residents appreciate the slower pace of life our small town provides and staff, under the direction of the Mayor and Council, strive to preserve that feeling.

Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or thirty minutes from Fort Worth’s historic Stockyards, downtown Dallas, or the DFW International Airport.

**“SMALL TOWN CHARM...
BIG CITY OPPORTUNITIES”**

SALARY RANGE

Starting at \$80,000 DOQ

APPLY TODAY

Qualified individuals are invited to apply at:
townofpantego.com/jobs

Send applications to:

Christie Barris

Human Resources

hr@townofpantego.com

PANTEGO TOWN HALL

1614 S Bowen Road

Pantego, TX 76013

817-617-3700



MINIMUM REQUIREMENTS

Bachelor's degree in accounting and/or finance

Minimum of four (4) years of progressively responsible experience in municipal finance, large not-for-profit organizations, or auditing firms specializing in governmental accounting

Experience with financial management software

Certified Government Finance Officer (CGFO) or have the ability to acquire within 3 years of hire

Must be bondable

Professional written and verbal communication skills

Advanced knowledge and ability to appropriately apply accounting theory, GAAP, and GASB statements

Advanced knowledge and practical skills with spreadsheets and word processing

Ability to direct the Town's financial operations; monitor and ensure compliance with all regulatory requirements governing municipal financial activities; develop and administer municipal budgets and monitor expenditures; prepare, review, and maintain a variety of financial records, reports, and documentation.

Presenting information and effectively communicating with varied audiences, including elected officials, staff, other agencies, and the public

Establishing and maintaining cooperative working relationships with elected officials, staff, outside agencies, local businesses, community groups, vendors, and the general public

ESSENTIAL JOB FUNCTIONS

Performs highly responsible management and administrative work by directing and coordinating all functions of the Finance Department. Work involves administering the central accounting system and the data processing functions. Results are audited through written reports for the attainment of goals and objectives and adherence to established policies and procedures. Work is performed under the executive direction of the City Manager.

Plans, evaluates, and directs departmental policies, programs, and operations related to all financial, accounting, and budgetary activities. Directs the organization's financial operations through an established central accounting system within commonly accepted governmental accounting principles.

Prepares financial statements and cost reports at regular intervals.

Monitors and signs off on utility billing, receivables, and some Human Resources functions involving financial transactions (including month-end and year-end closings and signing off on bi-weekly payroll).

Oversees and facilitates an external annual audit.

Monitors and prepares monthly reports of expenditures and disbursements to ensure compliance with budget appropriations.

Treasury collection and custody of public funds.

Oversees the investment of public funds.

Ensures timely payment of bond obligations.

Coordinates with bond counsel and financial advisors to recommend the refinancing of existing debt or issuance of new debt when fiscally prudent.

Supervises the data processing functions to ensure that required programming is in place and that necessary records and reports are produced promptly

Serves as a financial advisor to the Town Council and management

Formulates, implements, and monitors agency-wide purchasing policies

Annual "Truth-in-Taxation" calculations, postings, and notices for the proposed ad valorem (property) tax rate

Records retention for all finance-related documents

Maintains a customer-friendly environment within the department

Ensures that departmental activities and procedures related to requisitioning, preparing and submitting purchase orders, and receiving goods, materials, and equipment adhere strictly to state purchasing laws and statutes applicable to municipalities