



The City of Takoma Park, Maryland
invites your interest
in the position of

Finance Director





THE CITY

The City of Takoma Park, Maryland seeks an experienced Finance Director to oversee all aspects of the City's financial operations. Takoma Park is conveniently located in Montgomery County, Maryland adjacent to Washington, D.C. The City encompasses a variety of neighborhoods within its 2.4 square miles and boasts a diverse population of 17,000 residents.

The City provides services to its residents through its departments of police, public works, housing and community development, recreation, library and administration. Approximately 200 full and part time staff are employed by the City.

The City's annual budget for fiscal year 2016 of \$29.5 million was developed based on four guiding principles: economic development, environmental sustainability, quality of life and fiscal prudence.

Economic Development: The City seeks to explore continued opening and expansion of small businesses within the community. Takoma Park has funded grants for community development projects as well as many other similar programs including administering federal and state funds to improve facades of commercial storefronts. A new light rail system to be built through the City's main commercial district will bring more economic development opportunities in the coming years.



Environmental Sustainability: Takoma Park is a leader in environmental programs. The City is coordinating efforts to help residents save energy as well as overseeing efforts that have led Takoma Park to be a semi-finalist in a national energy reduction competition. Additional sustainability efforts by the City include household food compost collection program, rules against the use of most lawn chemicals, and efforts to prohibit the use of polystyrene by businesses in Takoma Park.

Quality of Life: Takoma Park's diverse residents require a responsive government able to provide services to support a positive quality of life. The City's recent Resident Survey reported that 93% of residents rated quality of life in Takoma Park as "excellent" or "good" - much higher than the national benchmark. Residents also benefit from Montgomery County public schools, among the best in the country, and from the many amenities of the Washington, D.C. region.

Fiscal Prudence:

Although the City's revenues have remained generally flat through the recession and in recent years, the City's management team has taken the steps needed to keep the City's financial health strong. The City has benefited from the assured direction of an excellent Finance Director for the past nine years who established appropriate financial systems and internal controls for the City. The City's total debt has declined 52% since 2011 and Takoma Park has consistently been awarded the Government Finance Officers Association (GFOA) Certificate for Achievement for Excellence in Financial Reporting since fiscal year 2006.

A copy of the budget and Comprehensive Annual Financial Report (CAFR) may be found on the City's website at <http://takomaparkmd.gov/government/finance/budgets-financial-documents/>.





THE OPPORTUNITY

We are looking for an experienced leader to continue strong and innovative management of the City's financial resources. Successful performance by the incumbent ensures the efficiency and effectiveness of the City's financial functions, protects the City's

assets, ensures a level of excellence expected of the City's financial reports and ensures compliance with policies and procedures.

The Finance Director, a member of the senior management team, reports to the City Manager and works closely with the Deputy City Manager and Department Heads. The Director provides overall strategic leadership and direction for the Finance Department, assists the City Manager with preparation of the proposed and adopted budget and 5-year capital improvement plan, provides guidance and support in financial decisions, prepares revenue projections, monitors the City's investments, prepares quarterly financial statements and expenditure reports, ensures proper separation of duties, and prepares the Comprehensive Annual Financial Report (CAFR).

This is a hands-on opportunity requiring involvement in the day-to-day operations of the Finance Department. The Director, among other similar duties, provides supervision and oversight to a department of five staff to ensure that the City's financial records are accurate and up-to-date; and reviews proposed journal entries, audit trails, account reconciliations, payroll transactions, receivables, accounts payable, invoices, and financial reports. The Director also prepares various schedules for external auditors,

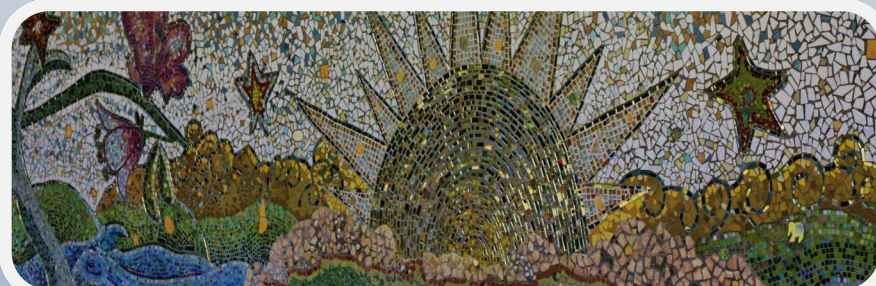


documenting the composition of major balance sheet, revenue, expenditure, and reserve ledger accounts; updates fixed asset records and summarizes transactions; monitors grant expenditures, reimbursements and receivables; and monitors independent contractor documentation.

THE REQUIREMENTS

Candidates must have a Bachelor's degree in business administration, accounting, finance or relevant field; minimum of five years of management level accounting experience; familiarity with government accounting and financial accounting software; demonstrated excellence in analytical and leadership skills, problem solving, and prioritizing and planning; a thorough knowledge of generally accepted accounting principles (GAAP) and budget development..

Highly competitive candidates, in addition to the qualifications above, will have earned a CPA with an active Maryland license; Master's degree in accounting, finance or related field; three to five years in senior level local, state or federal government accounting or similar function; and experience preparing CAFRs.





THE COMPENSATION PACKAGE

Compensation for the successful candidate will range from an annualized salary of \$110,000 to \$120,000.

The City offers a generous benefits package including but not limited to paid medical, dental, vision, life, and long-term disability insurances based on plan selections; participation in the Maryland State Retirement System; optional participation in the 457(b) retirement plan with some matched contributions; and paid vacation, sick and personal leave.

THE APPLICATION

To apply, potential candidates should go to the City's website at www.takomaparkmd.gov and click on the link for careers/jobs at the bottom of the page under the Services column. Applications must include a resume as well as a cover letter which addresses how your skills and work experience satisfy the duties and requirements of the position. Please provide at least three to five professional references. Additional certification and other professional background information may be attached in support of the application if desired.

The position will remain open until filled.

Questions and requests for additional information may be directed to Alexis Blackwell, Human Resources Director, at 301.891.7201 or HR@takomaparkmd.gov.



The City of Takoma Park is proud to be an Equal Opportunity Employer. The City of Takoma Park does not unlawfully discriminate in employment decisions or in the provision of services on the basis of race, color, religion, sex, national origin, age, disability, sexual preference, marital status, gender identity or any other legally protected class.