



Finance Director

CITY OF TOMBALL, TEXAS

ABOUT TOMBALL

Tomball's unique blend of small-town charm and big city amenities create the ideal livable community in Harris County. From restaurants to retail and education to recreation, Tomball has something for everybody.

Tomball is a culture-rich hub, with roots that go back to the early 19th century. Tomball's history is based around agriculture, the railroad, and an oil boom, like many southeast Texas communities. Originally named "Peck," Tomball was renamed in 1907 for U.S. Congressman Thomas Henry Ball, Father of the Port of Houston, who was instrumental in routing the railroad through the small town. In 1933, the Humble Oil Company, now known as Exxon Mobile, struck oil southwest of the town, creating an oil and economic boom that lasted for years.

With its convenient location along SH 249 and Grand Parkway, and just 28 miles north of downtown Houston, Tomball has grown into an economically diverse and prosperous community. With a population of 12,000 residents and daily visitor traffic of 30,000, Tomball serves as the retail and commercial hub for the rapidly growing northwest quadrant of Harris County. While Tomball is only 12 square miles, there is additional developable land in the ETJ. The availability of ample scenic land at attractive prices has been a strong factor in the growth of the city. Residents are attracted to Tomball's home town feel while living in proximity to a major metropolitan area. This quality provides for ample family fun, along with numerous recreational and sporting opportunities. Housing in Tomball ranges from starter homes to large acreage lots, with plenty of options in between.

Tomball hosts many festivals and parades, welcoming tens of thousands of visitors every year. Tomball is also a weekly destination for people interested in arts, food and beverage, live music, and much more. The Tomball Independent School District serves residents providing K-12 education, and many private and parochial schools offer educational alternatives. Lone Star College - Tomball provides residents with higher educational opportunities with its 9,000 student campus.

Additionally, the Tomball area is served by HCA Houston Healthcare—Tomball, located in the heart of the community. It has become Northwest Houston's fastest growing acute medical facility, with over 250 beds and a highly trained & experienced medical staff that represents 30 specialties & sub-specialties.



CITY GOVERNMENT

The City of Tomball operates under a Council-Manager form of government. The City Council is Tomball's governing body and consists of five council members and a mayor, elected to three-year terms. The mayor serves as the presiding officer of the Council. The mayor and council members are elected at large. The City Council sets City policy, enacts local laws, and adopts the City budget. The City Council operates under the powers and authority of the City Charter.

The City Manager's Office is responsible for implementing the City Council's vision and overseeing daily operations of the City organization. The City currently has nine departments (Police, Fire, Public Works, Community Development, Finance, Human Resources, Information Technology, Marketing and Tourism, and the City Secretary's Office) and approximately 220 employees. The total City budget is \$125 million across all funds.



CITY OF TOMBALL CORE VALUES

PROFESSIONALISM

INTEGRITY

RESPECT

THE DEPARTMENT

The City of Tomball Finance Department is essential to the efficient functioning of government operations by overseeing the financial health and stability of our City. The Finance Department is responsible for managing and maintaining the City's financial systems, including budgeting, accounting, payroll, purchasing, utility billing and financial reporting. The Department ensures accurate and timely financial transactions, oversees the collection of revenue, and manages the City's investments and debt. The Department is tasked with ensuring compliance with financial regulations and standards, safeguarding the City's assets, and providing financial analysis and guidance to support informed decision-making. Finance staff collaborate with various City departments to develop and monitor budgets, prepare financial statements, and perform audits. They also facilitate communication and transparency regarding the City's financial status to both internal stakeholders and the public. The Finance Department plays a critical role in maintaining the economic well-being of the City of Tomball, ensuring that financial resources are used effectively and efficiently to serve our community.

THE POSITION

The Finance Director leads a dedicated and skilled team of professionals committed to aligning financial initiatives with the City's strategic goals, ensuring the efficient operation of financial systems and processes, maintaining fiscal integrity, and fostering sound financial management. The Director focuses on projects related to budget planning, financial reporting, and revenue management, and is responsible for safeguarding the City's financial assets and implementing robust financial controls.

Additionally, the Finance Director provides financial guidance and support to various City departments, helping them manage their budgets effectively and optimize resource allocation to enhance their services and streamline operations. The Finance Director is also responsible for procurement and vendor management, evaluating and acquiring goods and services that align with the City's needs and financial policies.

The Finance Director plays a critical role in developing and monitoring the City's budget, preparing financial statements, conducting audits, and ensuring compliance with financial regulations and standards. This leadership position is vital for maintaining the economic stability and growth of the City of Tomball, ensuring that financial resources are used efficiently and effectively to serve our community.





OPPORTUNITIES

Within the first 12 months, the Finance department will be:

- Completing the FY 2024-2025 Budget and Capital Improvement Program proposals and working on the FY 2023-2024 close out and audit.
- Monitoring debt issuances and cash flows of major capital projects.
- Implementing updated utility and solid waste rate plans.
- Updating utility billing policies and securing a contract for utility billing past due collections.
- Tracking and reporting on major revenues and expenditures and investments for both the City of Tomball and Tomball Economic Development Corporation.
- Developing and training staff in various financial systems and processes.

THE IDEAL CANDIDATE

The City of Tomball is seeking a Finance Director with a forward-thinking approach, that embraces sound fiscal management in recommendations related to City services and operations, and who reflects our core values of professionalism, integrity and respect. The ideal candidate will possess the following qualities and knowledge.

- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life.
- Excellent analytical and communications skills for providing guidance and support to the City Manager, organizational leaders, and employees.
- Models professionalism and ethical standards that promotes equity in the treatment of all.
- Possesses an unwavering commitment towards advancing diversity, equity, and inclusion within the organization.
- Has an advanced knowledge of government financial practices and accounting standards.
- Understands the challenges of financial management in a fast-growing community and anticipates and resolves related issues while upholding the City's core values.

EDUCATION & EXPERIENCE

- Four years of increasingly responsible local government financial management experience particularly in accounting and budgeting with at least two years of similar supervisory experience.
- Familiarity with accounting best practices and financial regulations.
- Experience with systems and software used by the City of Tomball preferred.
- Demonstrated success in collaborative endeavors and capacity to work with organizational leadership and departmental staff.
- A bachelor's degree from an accredited college or university in finance, accounting, business, or a closely related field required.
- Certified Public Accountant (CPA), Certified Government Finance Officer (CGFO), or Certified Public Finance Officer (CPFO) required.



COMPENSATION & BENEFITS

The City of Tomball offers an annual salary range of \$122,304 to \$152,880 based on qualifications and experience, along with a very competitive benefits package that includes:

- TMRS at 7% with 2-to-1 match by City upon retirement
- Medical insurance with PPO and HSA options, with City contribution up to \$3,000 per year
- Dental, vision, and life insurance options
- Flexible Spending Account
- Cell Phone Allowance

APPLICATION PROCESS

Applications must be completed via the City of Tomball website at tomballtx.gov.

The position is open until filled. The first review of applications will occur as soon as a qualified candidate pool has been established, so highly qualified applicants are encouraged to submit their applications early.

For additional information on this position or questions regarding the application process, contact:

Kristie Lewis, HR Director

KLewis@tomballtx.gov

(281) 290-1012

The City of Tomball is an equal opportunity employer.

The City of Tomball does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in employment or the provision of services.