



THE CITY OF
BURLESON
TEXAS

DIRECTOR OF FINANCE
City of Burleson, Texas



The Opportunity

The City of Burleson, Texas offers a rewarding career opportunity for a highly skilled financial leader to join the team in Burleson as the next Finance Director. The successful candidate will have the chance to shape the City's financial strategy, safeguard its resources and ensure long-term fiscal sustainability. By bringing vision, expertise and sound financial management, the Finance Director will play a pivotal role in supporting the City Council, City Manager and all municipal departments.

Burleson is a city on the move, and the next Finance Director will enjoy leading a collaborative, forward-thinking financial team in a community that values innovation, accountability and service. This is a unique opportunity to make a lasting impact on the quality of life for those who reside in and visit Burleson by maintaining the financial health of a growing, dynamic city government.

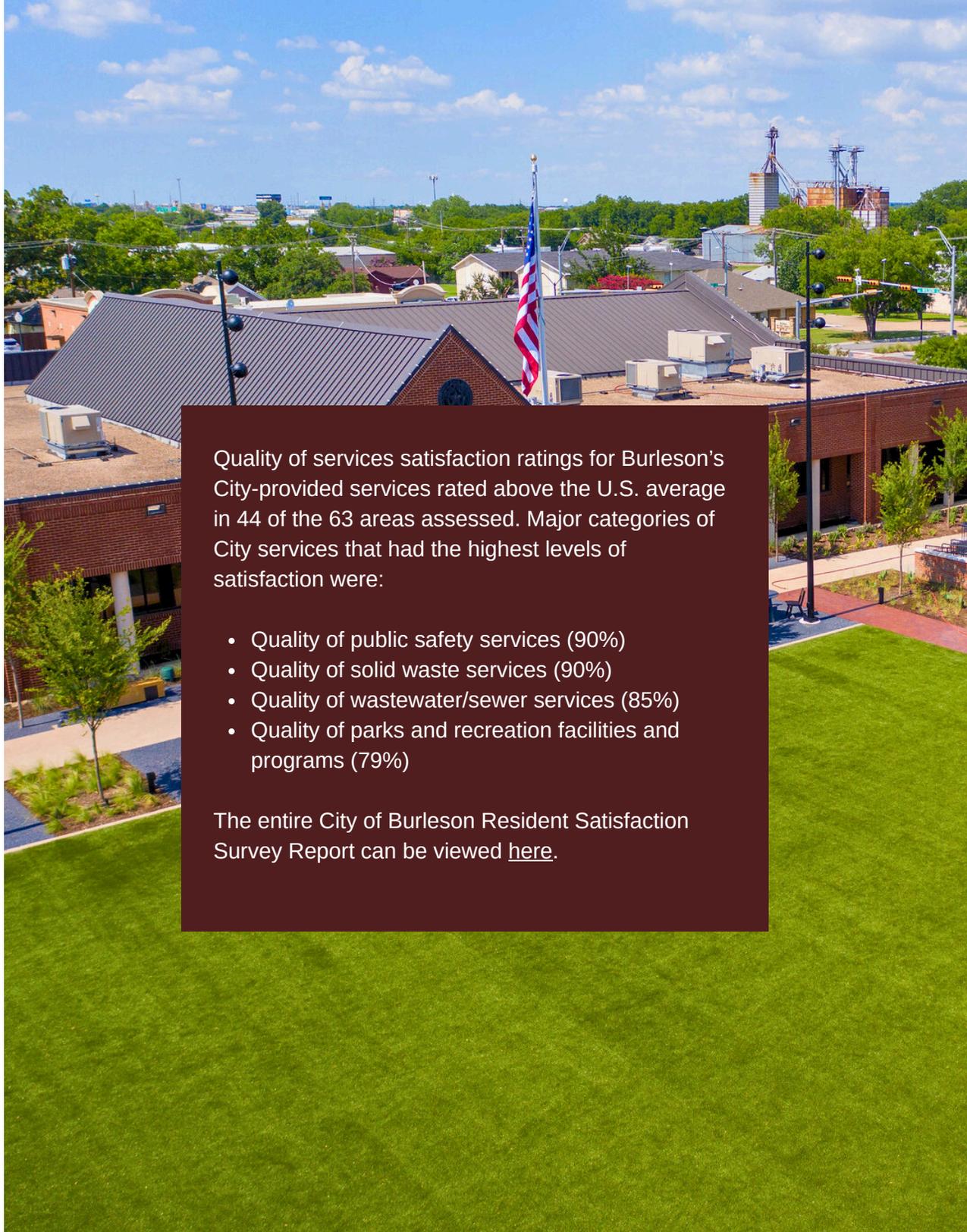
About Burleson

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of 55,155 residents in 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base and by establishing development agreements within its extraterritorial jurisdiction to strategically manage growth outside its current borders.

The City of Burleson's family-oriented environment, outstanding schools, plentiful and affordable land, and rolling hills have made it a desirable community to live, work, and play. Burleson residents have placed a high value on nature and recreation with over twenty parks encompassing over 550 acres. The school districts serving Burleson consistently outperform state and national averages in college entrance exam scores, and its quality of life is further enhanced by a very low crime rate.

A recent resident satisfaction survey in Burleson revealed a high level of satisfaction and confidence in the local government. Some noteworthy results of that survey indicated:

- 93% indicated Burleson was an excellent or good place to live (national average: 62%)
- 98% felt Burleson was an excellent or good place to raise children (national average: 41%)
- 88% felt very safe or safe overall in Burleson (national average: 68%)
- 86% were proud to call Burleson home (national average: 47%)



Quality of services satisfaction ratings for Burleson's City-provided services rated above the U.S. average in 44 of the 63 areas assessed. Major categories of City services that had the highest levels of satisfaction were:

- Quality of public safety services (90%)
- Quality of solid waste services (90%)
- Quality of wastewater/sewer services (85%)
- Quality of parks and recreation facilities and programs (79%)

The entire City of Burleson Resident Satisfaction Survey Report can be viewed [here](#).



City Government

The City of Burleson operates under a Council-Manager form of government. Citizens are represented on the City Council by the mayor and six council members, all elected at large to serve 3-year terms without limits. The Council is responsible for policy-making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney, a City Secretary and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services, carried out by approximately 435 full-time employees and a current adopted budget of \$264.7 million in FY25-26. Services are delivered through 13 municipal departments.

Finance Department:

The Finance Department is the administrative arm of the city's financial operation. The department is responsible for maintaining a governmental accounting system that presents accurately, and with full disclosure, the financial operations of the funds and account groups of the City in conformity with generally accepted accounting principles. The Burleson Finance Department consists of 21 staff members.

Designations and Awards:

Texas Comptroller's Transparency Star – Traditional Finances:

- Only 8% of Texas municipalities have earned this designation for making financial data clear and accessible online.

Texas Comptroller's Transparency Star – Debt Obligations:

- This program recognizes local governments who go beyond legislative requirements in this area by providing debt information in a variety of formats.

Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award:

- Burleson has received this prestigious national award 35 times since 1989, recognizing excellence in budget preparation and public communication.

GFOA Certificate of Achievement for Excellence in Financial Reporting:

- The city has earned this award 33 times, with the most recent application (FY 2024) under review.

Achievement of Excellence in Procurement (AEP):

- Presented by the National Procurement Institute, this award highlights innovation and best practices in public procurement.



www.burlesontx.com/finance





The Position:

The Finance Director serves as a key member of the City of Burlleson's executive leadership team, overseeing all financial operations of the City. This position provides strategic direction and expert guidance in the areas of budget development, accounting, debt management, treasury, purchasing and financial reporting. The Finance Director ensures the City's fiscal stability through careful stewardship of resources, transparent financial practices and long-range planning. Working closely with the City Manager, City Council and department leaders, this role plays a critical part in shaping the financial policies and practices that support Burlleson's continued growth and success.

Primary Responsibilities:

- Direct and oversee the City's financial operations, including accounting, treasury, investments, purchasing and financial reporting.
- Lead the preparation, presentation and administration of the City's annual budget and long-range financial plans.
- Provide strategic advice and financial analysis to the City Manager, City Council and department directors to support decision-making.
- Manage debt issuance, compliance and monitoring of financial obligations.
- Ensure adherence to applicable federal, state and local laws, as well as Governmental Accounting Standards Board (GASB) requirements.
- Oversee development of financial policies, internal controls and risk management practices.
- Supervise, mentor and develop staff within the Finance Department, fostering a culture of excellence, accountability and customer service.
- Present complex financial data in clear and accessible ways to elected officials, staff and the community.
- Represent the City in interactions with external auditors, rating agencies and financial institutions.
- Maintain current knowledge of emerging trends, best practices and innovations in municipal finance.
- Responsible for the City's financial operations, including, purchasing, utility customer service and the 311 citywide call center.
- The Director of Finance oversees the City's financial reporting, accounting, accounts payable, accounts receivable, payroll, procurement, financial planning, budgeting and debt programs in accordance with generally accepted accounting principles and financial practices.
- This position will be responsible for the city's lean government initiative, organizational performance metrics program, as well as departmental strategic planning and fulfilling organization objectives.
- The Director manages staff in assigned departments.

Qualifications:

The most qualified candidates for Finance Director will bring a blend of financial expertise, strategic leadership and a proven record of managing complex municipal budgets. They will demonstrate the ability to maintain the City's long-term fiscal health, communicate effectively with elected officials and the community and lead a team of financial professionals with integrity and vision. Any combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

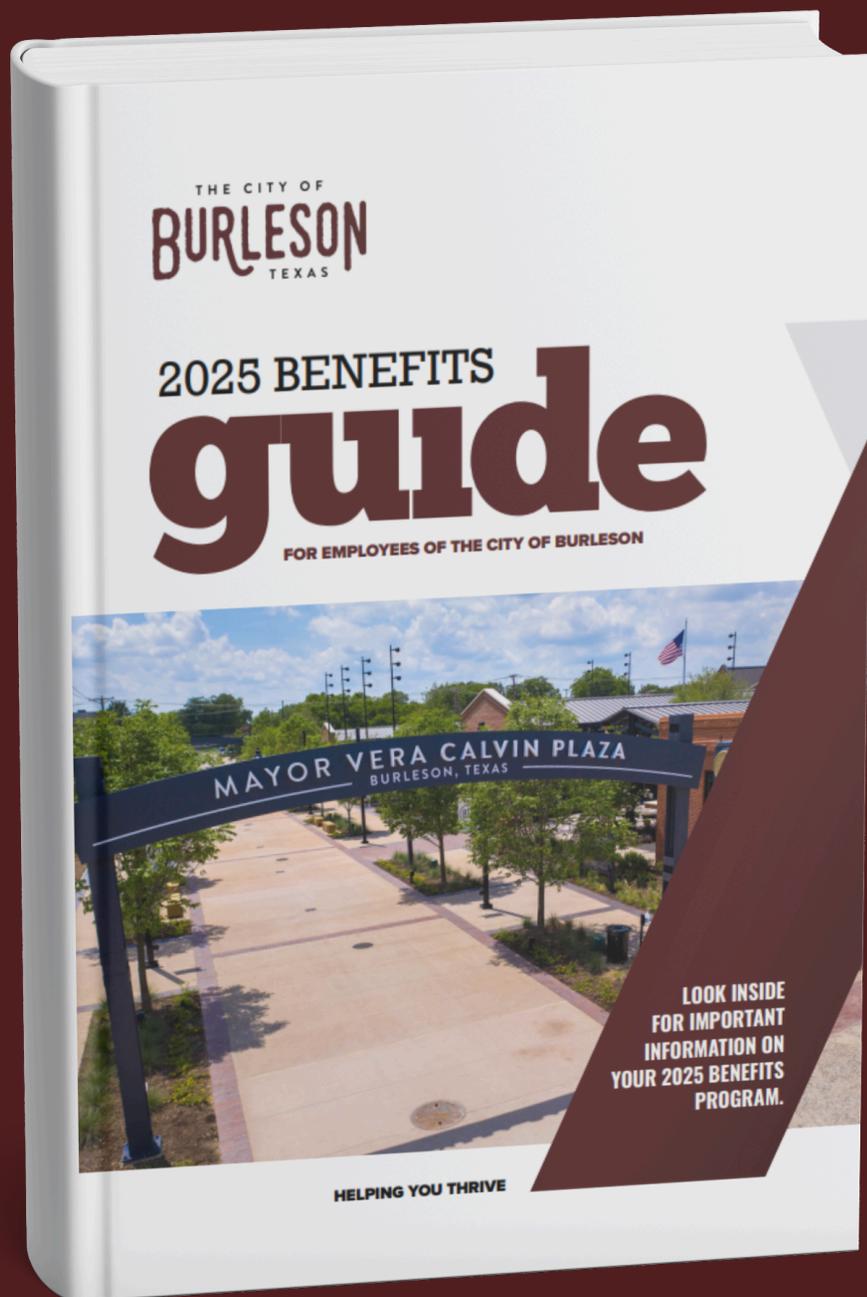
Education: A bachelor's degree in accounting, finance, business administration, public administration or a closely related field is required. A master's degree in a related discipline is highly desirable.

Experience: Ten (10) years of progressively responsible financial management experience, including at least five (5) years in a senior leadership role within a public sector or municipal environment, is strongly preferred. Experience in strategic planning, debt management and complex budget oversight is essential.

Certifications and Licenses:

- Certified Public Accountant (CPA) license is strongly preferred.
- Certified Government Finance Officer (CGFO) or equivalent designation desirable.
- Government Finance Officers Association (GFOA) recognition or related certifications a plus.
- A valid Texas Driver's License, or ability to obtain one within a reasonable timeframe, is required.





Salary & Benefits:

Salary range: \$177,835.77 - \$213,402.92, dependent on the qualifications and experience of the selected candidate.

Retirement: Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Burleson is provided. Burleson also participates in Social Security and has a 457(k) deferred compensation option currently available through Voya Financial.

Insurance: The City provides excellent insurance benefits for employees including two health plan options, and dental and vision coverage. Additionally, life insurance, long-term disability, and an Employee Assistance Program are provided by the City. Employees also have the option to purchase additional life insurance for themselves and their dependents.

Leave: The selected candidate will receive vacation and sick leave, paid holidays, a personal day, two wellness days and paid parental leave, provided the criteria are met.

Special stipend: An auto allowance and cell phone allowance are provided by the City.

Relocation assistance: Relocation assistance is available subject to negotiation with the ideal candidate, if necessary.

Application & Selection Process:

To be considered for this position, interested candidates must submit a cover letter and résumé online. Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong pool of stellar candidates has been established. Apply at:

www.burlesontx.com/jobs

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

The City of Burleson is an Equal Opportunity Employer.

THE CITY OF
BURLESON
TEXAS

