



Director of Finance Position Profile

The Community

Pearland is located in the Texas Gulf Coast region just 20 minutes from downtown Houston. Situated primarily in Brazoria County with portions extending into Fort Bend and Harris counties, Pearland has been recognized as the second fastest growing large city and sixth safest city in Texas, and the 11th fastest growing city in the U.S. according to the 2014 Census update. The Pearland community is home to a diverse population of more than 112,300 residents (January 2015 estimate). The City is approximately two-thirds incorporated and built out from its ultimate profile. Pearland has been described as a “cosmopolitan suburb” in a national report and is a distinct, dynamic, and progressive place with residents who are involved and care about the community.

A significant factor in the growth of Pearland is nearby Texas Medical Center in Houston, the world’s largest medical complex with 49 institutions including Texas Children’s Hospital, St. Luke’s Episcopal Hospital, and the world-renowned University of Texas M.D. Anderson Cancer Center. Within Pearland city limits, Pearland Medical Center, the community’s first hospital, opened in February 2015. Memorial Hermann will open a 64-bed acute care hospital in winter 2015.

Pearland’s strategic locale in the Houston region puts it at the heart of the “Energy Capital of the World” with more than 3,000 area companies specializing in the oil and gas industry. Close proximity to the NASA Johnson Space Center, Hobby Airport, the Port of Houston, and the Port of Freeport are major factors in the growth of international business and trade in Pearland and surrounding areas.

With its exceptional quality of life, Pearland offers families a comfortable community with access to amenities, recreation, and entertainment opportunities of a large metropolitan city. From local art and theater to annual events including the Pear Fair, the Pearland Crawfish Festival, and an abundance of seasonal and holiday events, there is always something to see and do in Pearland. Just a short 20 minute drive into Houston delivers even more entertainment and recreation attractions from the Houston Ballet, Symphony and Opera, to a host of professional and major league sports.





City of Pearland, Texas // Director of Finance

The Community, continued

The Pearland and Alvin Independent School Districts serve the majority of public education needs of Pearland's families. Pearland ISD, with three nationally recognized high schools, provides an exceptional education for over 20,500 students on 23 campuses, all within the Pearland city limits. Most of these schools are rated exemplary or recognized by the State of Texas. Alvin ISD is a dynamic learning organization committed to excellence and serves approximately 20,900 students on 25 campuses. Alvin ISD is likewise exemplary and will open a new Shadow Creek High School on Broadway Avenue which will be home to 2,500 students.

Higher education opportunities are available at the University of Houston - Clear Lake - Pearland Campus, which shares a 30,659 square foot facility with the Pearland Economic Development Corporation. The University of Houston, Alvin Community College, and San Jacinto College are located nearby, and there are a variety of colleges and universities that offer associate, bachelor, master, and doctoral degrees within a short commute from Pearland. These include the University of Houston, Rice University, Texas Southern University, and Baylor College of Medicine. It is reported that approximately 60,000 students attend the various institutions of the Texas Medical Center.

The average household income in Pearland is \$102,411 and the median home price is \$224,184. Median rent for a two bedroom apartment is \$1,280 for a variety of apartment communities offering full-service amenities.

Governance & Organization

The City of Pearland operates under a Council-Manager form of government and is comprised of a Mayor and five Council Members, all elected at large and serving three-year staggered terms. The City is changing to a seven member Council, all elected at large within two years. The City Council appoints a professional City Manager to manage the day-to-day operations of the organization to recommend a budget, to make policy recommendations, and to lead the staff.

The City has 622 full-time and approximately 147 part-time employees. In addition to Police and Fire operations, the City provides services including water, wastewater, parks and recreation, community development, public works, and a convention and visitor's bureau. The Pearland Parks and Recreation Department has been accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) for its excellence in operation and service.

The City is financially strong with AA ratings from Fitch and Aa2 from Moody's and General Fund reserves that annually exceed the 17% minimum target. The FY 2014-15 general fund adopted budget is \$67.5 million, and the *ad valorem* property tax rate is \$0.7121 per \$100 of valuation, of which %0.4900 (69%) is allocated to debt service. The City's fiscal year 2015 taxable rate is \$7.6 billion (71% residential).

The City's 2014-2019 five-year CIP is \$420 million. Sales taxes are the largest source of revenue to the General Fund. Challenges ahead include recapitalization of existing asset, completing projects in an ambitious Capital Improvement Plan, and revenue for operations to serve the growing community. The City has major transformative projects underway internally including the transition to a new Enterprise Resource Planning (ERP) software platform (by New World, Inc.).





City of Pearland, Texas // Director of Finance

About the Position

A key member of the Senior Leadership Team, the Director of Finance partners with and reports directly to the Deputy City Manager to provide strategic leadership and management of the City of Pearland's finance, budget, and accounting functions. The Director administers investment/treasury policies and practices, takes responsibility for revenue and expenditures, utility billing, and asset management. With a focus on exceptional customer service, the Director of Finance manages, inspires, and supports the staff members' operations and work activities in order to deliver value to the Pearland community. As part of the City's emergency management team, the Director of Finance must be able to respond rapidly during critical events.

Key responsibilities include:

- Preparation of the annual budget, CAFR, and monthly financial reports.
- Working with City departments to anticipate and fund operational needs.
- Coordinating the annual audit and review, recommend and oversee internal accounting control procedures.
- Preparing revenue forecasts and performing financial trend analysis, and reviewing sales and other tax collections and fees for services.
- Analyzing tax and utility rates and other user fees, and recommending changes to reflect the cost of services.
- Recommending bond sales and debt service payments and coordinating the financial advisory services needed for these functions; preparing financial information for bond elections.
- Maintaining fixed asset inventory and schedule of City property.

Ideal Candidate

The next Director of Finance will be an experienced professional who is a dedicated and ethical leader. The City seeks a candidate with exceptional integrity and interpersonal skills. A commitment to work effectively with all members of the organization to deliver a high level of service is vital.

The ability to read, analyze, and interpret general business periodicals, professional journals, and technical procedures is essential. The Director of Finance must be able to effectively present information and respond to questions from managers, clients, customers, and the general public.

The ideal candidate must be able to:

- Collect, analyze, and interpret financial data; prepare and present accurate, detailed reports; and, make independence judgments
- Effectively supervise subordinates
- Communicate effectively both verbally and in writing
- Establish and maintain effective working relationships with co-workers, supervisors, and the general public





City of Pearland, Texas // Director of Finance

Ideal Candidate, continued

Becoming the Pearland Director of Finance is a unique opportunity:

- To serve the City in a capacity that manifests positive change throughout the organization
- To deliver a high level of fiscal and customer services to internal and external stakeholders
- To effect change in how government services are delivered to the community in a growing, dynamic environment
- To change Pearland and the experience of those who live here for the better

Education & Experience

The new Director of Finance must have a Bachelor's degree from an accredited college or university in Accounting, Finance, Business, or Public Administration. A Master's degree is preferred and Certified Public Accountant credentials are highly desired.

The chosen candidate should have a minimum of 7 to 10 years of progressively responsible experience in finance or accounting, as well as previous experience in supervision of direct and non-direct reports. Proficiency with Microsoft Office, financial and account software is required.

Compensation & Benefits

The City of Pearland offers a competitive salary commensurate with experience, with an anticipated salary range between \$130,000 to \$135,000. The City participates in the Texas Municipal Retirement System (TMRS) at a 7% employee deposit rate with a municipal matching ratio of 2:1. A full range of leave and insurance benefits is also provided.

Application Process

Please apply online at <http://pearland.applicantpro.com/jobs>

For more information on this position, contact:
Donna Foster, Human Resources Assistant
City of Pearland, Texas
281-652-1618
dfoster@pearlandtx.gov

This position is open until filled. The City of Pearland is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

Resources

City of Pearland
www.pearlandtx.gov

