



THE CITY OF  
**BURLESON**  
TEXAS

**CHIEF ACCOUNTANT**  
Burleson, Texas

Recruitment Services Provided By





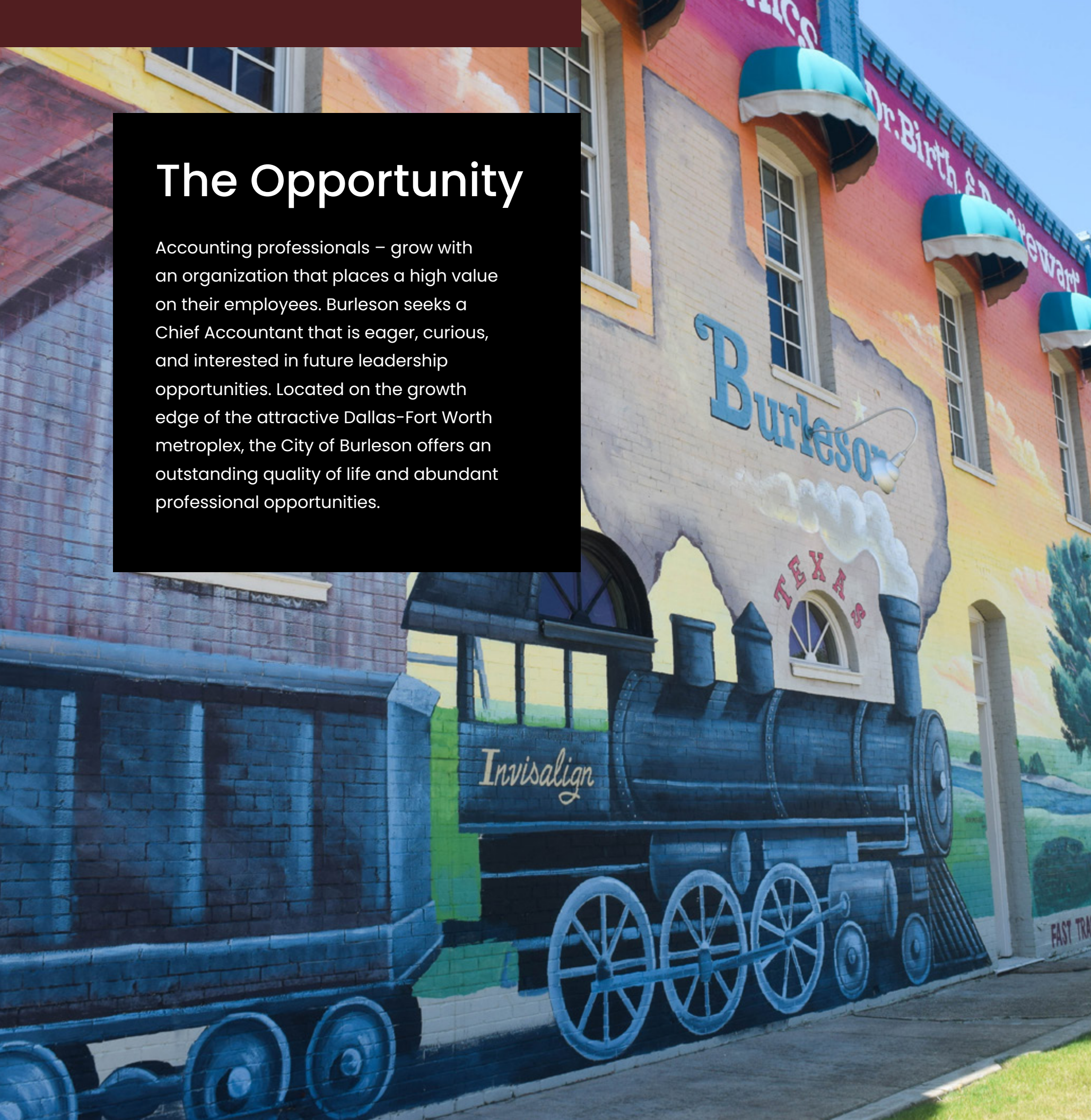
# The Opportunity

Accounting professionals – grow with an organization that places a high value on their employees. Burleson seeks a Chief Accountant that is eager, curious, and interested in future leadership opportunities. Located on the growth edge of the attractive Dallas-Fort Worth metroplex, the City of Burleson offers an outstanding quality of life and abundant professional opportunities.

## About Burleson

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of 50,210 residents in a land mass of 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base, as well as establishing development agreements within its extraterritorial jurisdictions 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.







# City Government

The City of Burleson operates under a Council-City Manager form of government. Citizens are represented on the City Council by the mayor and 6 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 461 full-time equivalent staff and a FY22-23 adopted budget of \$204.3 million.



# The 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 Finance Department provides its services through an FY23 budget of \$1.7 million and 10 employees. Leading the department is the Finance Director, who is a direct report to the City Manager. The department is organized into two divisions, Accounting and Operations. The Operations Division is led by an Assistant Finance Director and the Accounting Division is led by a Controller.





# The Position

Reporting to the Controller, the Chief Accountant is responsible for the accounting and financial reporting functions. The Chief Accountant serves in a lead capacity, however supervisory duties may be added in the future as the city and its staff continues to grow. Key responsibilities for this position include:

- Accounting and financial reporting functions such as month end processing, timely reconciliations, timely preparation of monthly, quarterly, annual, and ad hoc reports.
- Analyzing funds and accounts, applying technical accounting knowledge and extensive analytical skills to produce reports for monitoring, planning and decision making.
- Applying professional judgment with minimal supervision in the application of accounting principles, as well as state and federal regulations. Recommending updates to accounting controls, policies, and procedures.
- Maintaining controls of the City's financial system including ensuring revenues and expenditures are accurately reflected, and the balance sheet accounts are reconciled monthly.
- Maintaining the financial policies and procedures, as well as providing recommendations for changes as needed.
- Assisting the Controller in the coordination of the annual external audit, as well as preparation and review of the Annual Financial Report as directed by the Controller and the Finance Director
- Participating and assisting in the annual budget preparation as needed
- Working in coordination with the Information Technology Department to update the current financial system, as well as the implementation of the new system.
- Coordinating with the Information Technology Department to maintain financial computer systems and processes.
- Implementing new GASB (Governmental Accounting Standards Board) standards, as well as state and federal regulations.
- Ensuring all financial reporting deadlines are met, establishing and monitoring the implementation and maintenance of accounting control procedures, resolving accounting discrepancies and irregularities.





# Qualifications

The following are required education and experience qualifications:

**Education:** A Bachelor's degree from an accredited university in Accounting, Finance, or a related field.

**Experience:** Four or more years of experience in governmental accounting. Two years of supervisory experience are preferred.



# Ideal Candidate

The ideal candidate for the position of Chief Accountant will possess certain traits and experiences that will lead to success:

- Solid governmental accounting experience is needed, and a certification is highly desired. Supervisory experience is a plus, as this position will likely evolve into a supervisory role as the staff expands.
- A positive attitude, matched with innate curiosity, creativity, along with a desire to research and solve problems.
- Experience with Tyler Munis, and especially its implementation is a plus. The City has engaged an outside consultant to lead its implementation, alleviating the burden on staff, but the experience is valuable, nonetheless.
- A variety of governmental accounting backgrounds would likely provide the right experience to align with this position.



# Compensation & Benefits

The salary range for the Chief Accountant is \$71,855 to \$107,783 with an anticipated hiring point up to \$89,819, depending upon experience. In addition, the city offers an excellent benefit package as outlined below. Key benefits include:

- **Retirement:** Texas Municipal Retirement System (TMRS) with a 7% employee contribution and a 2:1 match by the City of Burleson.
- **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 City provided. Employees have the option to purchase additional life insurance for themselves and their dependents.
- **Leave:** The selected candidate will receive vacation and sick leave, in addition to paid holidays, a personal day, and a wellness day, provided criteria are met.





# The Recruitment Process

Candidates are encouraged to apply immediately, as this recruitment will close once a sufficiently strong candidate pool has been established.

Confidential inquiries are welcomed to Greg Nelson or Bryan Noblett at (916) 550-4100.

Interested candidates may apply online at [mosaicpublic.com/careers](https://mosaicpublic.com/careers)

*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*

