The City of Topeka seeks an innovative, strategic thinker with outstanding financial, management, and communication skills to serve as the City’s Director of Administrative and Financial Services.

The Director of Administrative and Financial Services is responsible for strategic administrative and financial planning, financial analysis and reporting, and financial forecasting for the City. The position oversees: accounting and reporting; treasury and debt management; contracts and procurement; and payroll services. The position is integrally involved in the annual operating and capital budget development and management processes.

The ideal candidate is innovative, with outstanding financial and communication skills, strong critical thinking, analytical, negotiation and organization skills. Believes in continual process improvements and is comfortable within a changing organization. Will demonstrate their leadership abilities by: harnessing employee potential, building high performing organization (HPO) culture, leading by example, addressing and correcting employee performance discrepancies.

Candidates for the position must possess a Bachelor's degree (Master’s strongly preferred) and eight years of previous municipal experience, with at least five years of highly responsible supervisory or management positions, and three years of significant budget experience. Significant breadth of knowledge within local government is required.
Community Profile

Located in Northeast Kansas the City of Topeka, approximately 60 miles west of Kansas City (MO), 25 miles northwest of Lawrence (KS) and 55 miles east of Manhattan (KS). Topeka is the capital city of the State of Kansas and the county seat of Shawnee County. Uniquely situated between three of the largest Universities in Kansas: the University of Kansas (Lawrence), Kansas State University (Manhattan) and Emporia State University (Emporia); Topeka is home to Washburn University.

Being the state’s capital city, Topeka’s largest employer is the State of Kansas. The educational, health and social services industry makes up the largest proportion of the working population. Three of the largest employers are Stormont-Vail Healthcare, St. Francis Health Center and Colmery-O’Neil VA Hospital. Major companies based in Topeka are: Westar Energy, Collective Brands, CoreFirst Bank & Trust, Capitol Federal Savings Bank, Hill’s Pet Nutrition and Sports Car Club of America.

Organization Profile

Topeka was chartered as a city in 1857 and is a Council-Manager form of government with a Mayor and nine Council Members elected from separate districts within the City.

Topeka’s FY19 budget is $309 million of which the General Fund makes up $94.7 million. The City currently employs approximately 1,200 full-time employees in 12 different departments. In recent years the City has undergone significant organization and budget changes. The Administrative and Financial Services Director leads the administrative and financial services department and will play a significant role in the strategic direction of the organization. The Administrative and Financial Services Department is made up of 24 employees and includes the following services: financial reporting, payroll, purchasing, treasury and business operations.

Job Summary

This is professional level work involving day-to-day and strategic management of the City of Topeka Administrative and Financial Services Department directing the City’s financial operations including planning, administration and management of the City’s financial systems. The Director of Administrative and Financial Services is responsible for strategic administrative and financial planning, management and communication; financial analysis and forecasting. Additionally, the position is responsible for developing, administering and maintaining the City’s financial guidelines and procedures and assures compliance with these procedures to support and financially control the City’s operations.

The position oversees the financial reporting and treasury, the City’s operating and capital budgeting process, contracts and procurement and payroll services.
Detailed Description

**Duties and Responsibilities:**

1. Assist the City Manager in the administration of City operations and activities; contribute to the effective administration of the City government by encouraging staff cooperation, the effective use of resources, and coordinating efforts.
2. Monitor, evaluate and continually improve the overall administrative and financial services in the City of Topeka.
3. Serves as the organization’s chief financial officer, providing high-quality strategic financial planning support to the City Manager and governing body.
4. Assist in providing direction for and overseeing activities and operations of assigned functions within the City to assure maximum efficiency and effectiveness in meeting established goals and objectives.
5. Ensures citywide objectives are attained through collaboration with other departments and support of their efforts.
6. Provide leadership, direction and guidance in administrative and financial strategies and priorities; compile, evaluate and analyze financial data, and recommend and implement solutions; ensure financial activities and procedures are in compliance with all laws, policies, regulations and accounting standards.
7. Coordinate and guide citywide strategic processes based on present and future service demands including budget development, investment management, financial analysis and reporting, revenue forecasting, and multi-year financial planning.
8. Oversee the preparation of the City’s Annual Operating and Capital Budget Processes and the City’s Comprehensive Annual Financial Report (CAFR).
9. Oversee the preparation and present regular financial statements to the City Manager and City Council.
10. Supervise; provide direction and guidance to assigned staff; evaluate and review work performance; work with employees to correct deficiencies; document corrective action and apply City policy as needed.
11. Administer and negotiate contracts on behalf of the City, monitor and insure compliance with contract requirements.
12. Attend City Council meetings and a variety of other special interest meetings as required.
13. Develop, communicate and monitor policies, procedures and standards for the Finance Department, including accounting operations, purchasing, and financial analysis and planning; recommend improvements as necessary.
14. Contribute to the smooth functioning of the Administrative and Financial Services Department through the management and development of a cohesive department team.
15. Enhance the debt structuring for the City by developing sound debt management techniques and acquiring favorable bond ratings for the City.
16. Determine debt sizing and assist fiscal agent to prepare official statements and other debt issuance documents.
17. Coordinate with fiscal agent, bond counsel, rating agencies, engineers and others in formulating debt structures for general obligation bonds, revenue bonds, and lease purchase agreements.
18. Prepare request for proposals for fiscal agent and audit services.
19. Oversee and analyze the internal control procedures for the City’s assets; direct staff in the maintenance of asset inventory.
20. Supervise internal audit programs.
21. Oversee financial forecasting and costing for the City’s Labor Negotiation process.
22. Performs as an effective member of the management team to identify citywide issues and trends.
23. Perform related duties as assigned.
Education, Experience and Requirements:

Minimum qualifications: Bachelor’s Degree in public administration or related and eight (8) years of experience working in a local government agency including at least five (5) years in a highly responsible (department director, assistant city manager, or similar) supervisory or management position. At least three years of previous municipal budgeting experience is required. Significant breadth of knowledge within local government is required. Has the ability to communicate detailed technical information in a clear and concise manner.

Preferred qualifications: Master’s degree in related field strongly preferred, previous experience in administrative services, personnel budgeting and financial costing for labor negotiations.

Knowledge, Skills and Abilities:

1. Excellent leadership, communication, and interpersonal skills.
2. Strong critical thinking and strategic planning skills necessary in order to develop and implement citywide and department mission, goals and procedures, determine needs for capital expenditures and operating budgets; prepare special reports or analyses for outside agencies.
3. Outstanding interpersonal skills to provide effective leadership to subordinates, and to develop cooperative working relationships with employees, department heads, elected officials and vendors.
4. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
5. Ability to pay adequate attention to detail without losing sight of the big picture.
6. Knowledge of municipal budgeting and finance administration.
8. Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
9. Knowledge of internal auditing.
10. Knowledge of municipal debt administration.
11. Knowledge of computerized finance/accounting systems and related applications required to perform the essential functions of this position.
13. Ability to accomplish tasks in a timely manner to meet deadlines.
14. Skill in interpreting complex statutes, procedures, rules and regulations.
15. Skill in preparing budget documents consistent with GFOA best practices.

Residency Requirement:

Shawnee County residency required with six (6) months of completing probationary period.