



JOB ANNOUNCEMENT

The City of West Plains is seeking an experienced, strategic, and collaborative **Finance Director** to serve as the City's Chief Financial Officer and a key member of the executive leadership team. This position is responsible for directing and overseeing all financial activities of the City, including accounting, budgeting, financial reporting, debt management, purchasing, utility billing, grant compliance, and long-range financial planning. The Finance Director plays a critical role in maintaining the City's financial integrity and ensuring responsible stewardship of public funds.

The ideal candidate will possess strong leadership, analytical, and communication skills, along with extensive experience in governmental finance, budgeting, and financial management. The successful candidate must be capable of providing strategic financial guidance to the City Administrator, Mayor, City Council, and department directors while fostering a culture of accountability, collaboration, and continuous improvement. The Finance Director is expected to demonstrate a consistent commitment to high-quality customer service and uphold the mission and core values of the City of West Plains.

KEY RESPONSIBILITIES

- Direct and oversee all accounting, budgeting, financial reporting, purchasing, utility billing, debt administration, grant compliance, and treasury management activities of the City.
- Develops, coordinates, and administers the City's annual operating and capital budgets and monitors budget performance throughout the fiscal year.
- Provides strategic financial guidance and recommendations to the City Administrator, Mayor, City Council, and department directors regarding fiscal planning and organizational sustainability.
- Oversee the City's financial reporting processes, internal controls, cash management, and investment activities.
- Plans, coordinates, and oversees the annual external financial audit and serves as the primary liaison with independent auditors.
- Administers the City's debt portfolio, financing activities, and long-range financial forecasting, including capital improvement planning.
- Provides leadership, supervision, training, and professional development for Finance Department personnel.
- Ensures compliance with applicable federal, state, and local laws, regulations, accounting standards, and grant requirements.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in Finance, Accounting, Business Administration, Public Administration, or a closely related field; AND
- Five (5) years of full-time professional-level experience in governmental accounting, finance, budgeting, financial reporting, or related financial management functions, including supervisory responsibility; OR
- An equivalent combination of education and experience that qualifies the individual to have the skills to complete the required job duties.
- Certified Public Accountant (CPA) designation is desired, but not required.

SALARY AND BENEFITS

- The Finance Director has a salary range of \$38.84 to \$54.15 per hour, depending on qualifications and experience.
- A comprehensive benefit package is also offered, which includes:
 - Medical, Dental, Basic Life/AD&D and Long-Term Disability coverages offered at zero cost to the employee, with dependent coverage offered at the employee's cost.
 - Missouri Local Government Employee Retirement System (LAGERS) which is fully funded by the City (no cost to employee) with vesting after 5 years.



- Voluntary participation in Vision, Cafeteria Plan IRS Section 125, Deferred Compensation 457(b) Plans, Flexible Spending Account (FSA) and Supplemental Life, Accident, Critical Illness, Hospital Indemnity, and an Employee Assistance Program (EAP).
- Generous paid time off (PTO) program in which new employees receive eight hours of PTO per pay period.

TO APPLY

To be considered for employment, you must submit a completed City of West Plains application. Applications are available online at www.westplains.gov. Completed applications and resumes may be emailed to hr@westplains.gov or delivered in-person to City Hall. All offers of employment are contingent upon successful completion of all pre-employment or post-offer testing, including but not limited to, drug and alcohol screening, thorough background investigation, credit check and medical examination.