

CITY OF SELMA, ALABAMA

Office of the Mayor

Human Resources Division

INTERNAL / EXTERNAL JOB POSTING

The City of Selma is currently accepting applications for an open position. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701, or at the City of Selma website: <http://selma-al.gov>.

Email your resume to: lrutledge@selma-al.gov.

TRANSFER REQUESTS, APPLICATIONS, AND RESUMES ACCEPTED UNTIL THE POSITION IS FILLED

POSITION: Director – Finance / Municipality Tax Collector Department

REPORTS TO: Mayor – City of Selma, Alabama

SUBORDINATE STAFF: Accounting Manager; Accountant (Bank Reconcile); Accountant (Payroll); Accounts Payable Clerk; Revenue/Tax Clerk; License Inspector

DEPARTMENT: Finance Department

LOCATION: 222 Broad Street, Selma, Alabama 36701

STATUS: Regular, F/T – 40 hrs./wk.

SCHEDULE: Monday – Friday; some weekends and holidays

RATE OF PAY: \$75,000 – \$82,000 Annually (Salaried Position)

JOB SUMMARY

The Director of Finance and Revenue serves as the City's Chief Financial Officer (CFO) and a key member of the Mayor's executive leadership team. This executive-level position provides strategic direction, leadership, and oversight for financial, accounting, budgeting, revenue, licensing, and treasury operations. The Director ensures fiscal accountability, compliance, transparency, and long-term financial stability for the City of Selma.

The Director oversees internal controls, financial reporting, grant financial compliance, tax and revenue administration, investment and debt management, and the City's financial/ERP systems.

ESSENTIAL FUNCTIONS

Executive Leadership & Strategy

- Serves as the City's Chief Financial Officer (CFO) and principal financial advisor to the Mayor and City Council.
- Participates in executive-level decision-making, including long-range financial planning and capital improvement strategies.
- Develops and enforces financial policies, procedures, and internal control systems citywide.

Financial Management & Reporting

- Prepares and oversees monthly, quarterly, and annual financial reports.
- Directs preparation of the City's annual audit and contributes to the Annual Comprehensive Financial Report (ACFR/CAFR).
- Conducts financial forecasting, cash flow analysis, and long-term fiscal planning.

Budget Development & Oversight

- Leads development of the annual operating and capital budgets in collaboration with the Mayor and department heads.
- Monitors citywide expenditures for compliance with the adopted budget and financial policies.
- Provides financial analysis and recommendations for major projects and initiatives.

Revenue, Tax, and Licensing

- Oversees administration, billing, collection, and enforcement of municipal revenues including ad valorem taxes, business licenses, garbage/service fees, and other revenues.
- Ensures proper classification and licensing of businesses in accordance with City ordinances and Alabama law.
- Supervises collection of delinquent accounts and enforcement of liens on delinquent properties.

Grant Financial Management

- Ensures financial compliance for all federal and state grants, including HUD, ARPA, FEMA, and other grant programs.
- Oversees grant drawdowns, reimbursements, financial reporting, and audit documentation.
- Coordinates with departments to ensure proper use of grant funds, adherence to procurement rules, and readiness for external audits.

Audits, Internal Controls & Compliance

- Develops, implements, and maintains robust internal control systems to safeguard City assets.
- Coordinates external audits and prepares required documentation and responses.
- Ensures compliance with federal, state, and local financial regulations, including Alabama bid laws and applicable portions of 2 CFR 200 (Uniform Guidance), where appropriate.

Debt, Treasury & Investments

- Manages the City's investment portfolio consistent with safety, liquidity, and yield objectives and City policy.
- Assists with or oversees issuance and administration of municipal debt; coordinates with bond counsel, financial advisors, and rating agencies as needed.
- Monitors debt service requirements and ensures compliance with applicable bond covenants.

ERP / Financial Systems

- Oversees implementation, maintenance, and optimization of financial management software and ERP systems (e.g., Tyler New World).
- Ensures accurate and timely entry and integration of financial data from all departments.
- Leads or coordinates staff training on financial systems and reporting tools.

Personnel Management

- Supervises assigned finance and revenue staff, including accountants, clerks, and licensing/tax personnel.
- Provides leadership, training, performance evaluation, and discipline as needed.
- Promotes cross-training and professional development to ensure continuity of operations.

Public & Intergovernmental Interaction

- Responds to inquiries from residents, businesses, auditors, and governmental agencies regarding financial and licensing matters.
- Attends City Council meetings and presents financial reports and analyses as requested.
- Represents the City in meetings with banks, auditors, rating agencies, and community stakeholders on financial matters.

MINIMUM QUALIFICATIONS

Education:

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a closely related field from an accredited institution (required).
- Master's degree in a related field (preferred).
- Certified Public Accountant (CPA) strongly preferred.
- CMRO (Certified Municipal Revenue Officer) preferred or must be obtained within 2 years of hire.
- CGFM (Certified Government Financial Manager), CPFO (Certified Public Finance Officer), or CGAT (Certified Government Accounting Technician) certification desired.

Experience:

- Minimum of five (5) years of progressively responsible experience in governmental finance or accounting.
- Minimum of two (2) years of supervisory experience in a municipal or public-sector environment.
- Experience preparing or contributing to ACFR/CAFR or similar comprehensive financial reporting is preferred.
- Experience with municipal ERP systems such as Tyler New World or similar platforms is preferred.

Licenses & Other Requirements:

- Must possess a valid driver's license and be insurable.
- Must be bondable.
- Must pass a pre-employment background check.
- Must be available to work non-standard hours, including evenings, weekends, and occasional travel, as needed.

KNOWLEDGE, SKILLS & ABILITIES

- Extensive knowledge of governmental accounting, budgeting, auditing, and financial reporting principles and practices.
- Knowledge of Alabama municipal tax and licensing laws and relevant sections of the Code of Alabama.
- Knowledge of internal control design and implementation.
- Skill in using financial software, spreadsheets, databases, and ERP systems.
- Strong analytical, problem-solving, and decision-making skills.
- Strong written and verbal communication skills, including the ability to explain complex financial information to non-financial audiences.
- Ability to supervise, train, and evaluate staff effectively.

- Ability to maintain confidentiality and manage sensitive financial and personnel information.
 - Ability to establish and maintain effective working relationships with elected officials, department heads, employees, residents, businesses, and external partners.
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PHYSICAL DEMANDS

- Occasional lifting of moderately heavy items such as record boxes.
 - Periods of standing, walking, and extended sitting.
 - Manual dexterity required for document handling and use of computers and office equipment.
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WORK ENVIRONMENT

- Work is performed primarily in an office environment with standard office equipment.
 - Moderate risk environment requiring standard safety precautions.
 - Occasional exposure to irate customers or stressful public interactions.
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EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Selma is an Equal Opportunity Employer and does not discriminate based on race, color, national origin, gender, age, disability, veteran status, or any other protected characteristic under applicable law.