

CITY OF SELMA, ALABAMA
EXECUTIVE LEADERSHIP OPPORTUNITY

Director of Finance & Administration

Member of the Mayor's Executive Leadership Team

Part of the City of Selma Government Modernization Initiative

Department: Finance & Administration

Executive Leadership: Serves as a member of the Mayor's Executive Leadership Team and reports directly to the Mayor.

FLSA Status: Exempt

Employment Status: Full-Time

Lead the Future of Selma

The City of Selma is seeking an accomplished, strategic, and collaborative financial executive to serve as its next Director of Finance & Administration.

This is more than a finance position. It is an opportunity to become a member of the Mayor's Executive Leadership Team and help shape the financial future of one of America's most historic communities.

As part of the City's Government Modernization Initiative, Selma is strengthening financial accountability, modernizing municipal operations, improving organizational performance, and building long-term fiscal sustainability. The Director of Finance & Administration will play a critical role in achieving these goals by providing strategic financial leadership, protecting public resources, and supporting sound decision-making across City government.

The ideal candidate is a servant leader with strong financial acumen, sound judgment, and a commitment to transparency, collaboration, and responsible stewardship of taxpayer dollars.

If you are passionate about public service and committed to helping communities thrive through strong financial leadership, we encourage you to apply.

Position Summary

The Director of Finance & Administration serves as the City's chief financial executive and provides executive leadership for all financial and administrative operations. As a member of the Mayor's Executive Leadership Team, the Director oversees budgeting, accounting, treasury, payroll, purchasing, revenue administration, tax and license operations, financial reporting, risk management, and internal controls.

The Director advises the Mayor on fiscal policy, financial planning, revenue enhancement, debt management, and long-term financial sustainability while ensuring compliance with applicable laws, regulations, and accounting standards.

This position plays a central role in advancing the City's strategic priorities by providing accurate financial information, promoting transparency, and ensuring responsible stewardship of public resources.

Department Mission

To responsibly manage the City's financial resources through sound fiscal management, strategic planning, transparency, accountability, and exceptional customer service while supporting efficient municipal operations and long-term financial sustainability.

Department Overview

The Department of Finance & Administration is responsible for the financial management and administrative support functions of the City. The department develops and monitors the City's annual budget, manages accounting operations, oversees payroll and purchasing, administers tax and business licensing functions, coordinates annual financial audits,

and provides financial reporting that supports informed decision-making.

The department serves every City department by ensuring fiscal accountability, maintaining strong internal controls, and providing professional financial services that support the City's mission and strategic goals.

Organizational Responsibilities

The Director provides executive leadership for:

- Budget Administration
- Accounting
- Treasury Management
- Payroll Administration
- Purchasing
- Revenue Services
- Tax & License Division
- Business Licensing
- Financial Reporting
- Risk Management
- Internal Controls
- Annual Audit Coordination
- Debt Management
- Financial Policy Development

Primary Responsibilities

Executive Leadership

- Provide strategic financial leadership for the City.
- Advise the Mayor on financial policy, fiscal strategy, and long-term planning.
- Collaborate with the Executive Leadership Team on organizational priorities.
- Promote a culture of accountability, transparency, and continuous improvement.

Budget & Financial Planning

- Develop and administer the City's annual operating and capital budgets.
- Prepare long-range financial forecasts.
- Monitor revenues and expenditures.
- Recommend budget adjustments and financial strategies.
- Support departments during budget development and implementation.

Accounting & Financial Reporting

- Direct all accounting operations.
- Ensure timely and accurate financial reporting.
- Maintain strong internal controls.
- Coordinate preparation for the annual independent audit.

- Ensure compliance with governmental accounting standards and applicable regulations.

Revenue Administration

- Oversee the Revenue Services Division.
- Direct Tax & License operations, including business licensing and other municipal revenue programs.
- Identify opportunities to improve revenue collection and administrative efficiency.
- Develop strategies that strengthen the City's long-term financial position.

Purchasing & Administrative Services

- Oversee purchasing operations and procurement activities.
- Ensure compliance with applicable purchasing laws and City policies.
- Promote efficient and transparent procurement practices.

Organizational Leadership

- Supervise departmental personnel.
- Develop future leaders within the department.
- Establish measurable performance goals.
- Promote professional development and continuous improvement.

Executive Leadership Profile

The successful candidate will demonstrate the ability to:

- Lead with integrity, professionalism, and accountability.
- Build confidence in the City's financial operations.
- Foster collaboration across departments.
- Communicate complex financial information clearly to elected officials, employees, and the public.
- Develop high-performing teams.
- Manage public resources responsibly.
- Support innovation while maintaining sound fiscal controls.
- Deliver measurable results that strengthen the City's financial position.
- Advance the City's mission of "Rebuilding Selma Together".

Education, Experience & Leadership Profile

The City of Selma recognizes that exceptional leaders come from a variety of educational, professional, military, nonprofit, and public service backgrounds.

Qualified applicants should possess a combination of education, financial expertise, management experience, and demonstrated leadership sufficient to successfully perform the responsibilities of this position.

Examples of qualifying backgrounds include:

- A bachelor's degree in Accounting, Finance, Business Administration, Public Administration, Economics, or a related field; or
- An equivalent combination of education, military service, professional certifications, and progressively responsible financial leadership experience.

Municipal government experience is preferred but not required.

Applicants with leadership experience in local government, higher education, banking, finance, public accounting, auditing, utilities, nonprofit organizations, healthcare, education, or other complex organizations are encouraged to apply.

Professional certifications such as CPA, CGFM, or related credentials are valued but are not required.

The successful candidate will demonstrate:

- Strategic financial leadership
- Sound judgment
- Fiscal responsibility
- Strong analytical ability
- Organizational management
- Excellent communication skills
- Commitment to ethical public service

Knowledge, Skills & Abilities

The successful candidate should demonstrate knowledge of:

- Governmental accounting principles
- Budget development and administration
- Financial reporting
- Revenue administration
- Payroll and purchasing operations
- Internal controls
- Audit coordination
- Financial analysis
- Public administration

Ability to:

- Analyze complex financial information.
- Develop long-range financial strategies.
- Manage multiple priorities simultaneously.
- Communicate effectively with elected officials, employees, auditors, and the public.
- Build collaborative working relationships.
- Exercise sound judgment and promote organizational accountability.

What Success Looks Like

During the first year, the successful Director will work with the Mayor and Executive Leadership Team to:

- Strengthen the City's long-term financial planning process.
- Improve budget development and financial reporting.
- Enhance revenue administration and Tax & License operations.
- Strengthen internal controls and financial accountability.
- Improve departmental collaboration during the budget process.
- Identify opportunities for operational efficiencies and cost savings.

- Support implementation of the Government Modernization Initiative.

Why Build Your Career in Selma?

The City of Selma is building a professional executive leadership team focused on innovation, accountability, collaboration, and exceptional public service.

This position offers the opportunity to shape the City's financial future, strengthen public confidence, and help build a fiscally sustainable organization capable of serving the community for generations to come.

If you are motivated by meaningful public service and organizational excellence, we invite you to join our team.

Compensation

Annual Salary: \$92,000

The stated salary is subject to applicable City of Selma policies and may be adjusted based on the selected candidate's qualifications, experience, and other relevant factors.

Benefits

The City of Selma offers a comprehensive employee benefits package in accordance with City policy.

Application Process

Interested applicants should submit:

- Letter of Interest
- Resume
- Three Professional References

Applications should be submitted to:

Office of the Mayor
City of Selma
222 Broad Street
Selma, Alabama 36701
Email: mayoroffice@selma-al.gov

Applications will remain open until the position is filled unless otherwise announced.

Build the Future With Us

The City of Selma is committed to building an executive leadership team that reflects the highest standards of professionalism, integrity, innovation, and public service.

If you are ready to lead, inspire, and make a meaningful impact on one of America's most historic communities, we invite you to apply.

Equal Opportunity Employer

The City of Selma is an Equal Opportunity Employer and encourages qualified applicants from diverse educational, professional, military, nonprofit, and private-sector backgrounds to apply. Equivalent combinations of education and experience will receive full consideration.