



CITY OF MERRIAM

# Finance Director



MERRIAM CITY HALL

9001



## The Position

The City of Merriam is seeking an experienced, detail-oriented finance leader to ensure the City's strong financial position and earn trust as the City's next Finance Director. Merriam's Finance Director is responsible for maintaining the City's fiscal integrity and ensuring the financial stability of the organization. The Director prepares the annual budget and provides financial advice and guidance to the City Council, City Administrator, and department directors. The Director supports the City of Merriam's mission by guaranteeing the finance operations are executed effectively and are in line with the City's overall objectives. This position involves developing accurate budgets and fiscal records and systems, managing complex government finance and accounting functions, maintaining the overall financial stability of the City, and sustaining professional relationships with the organization, governing body, and the community. The Finance Director serves as chief financial advisor to the City Administrator, attends and presents at regular and special City Council meetings, and provides professional advice to supervisors.

The Director monitors and supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations. The Finance Director will serve as a coordinator of the Kansas Department of Revenue to ensure that the City of Merriam receives all sales tax due. The Director oversees the maintenance of the entire City's financial records, including oversight of the central computerized financial and purchasing/accounts payable system. The Finance Director oversees the investment of City funds, including procurement of banking and investment services for the City. The Director also oversees and coordinates the issuance of general obligation bonds, temporary notes, and special financing districts for the City (e.g. Tax Increment Financing - TIF).

The Finance Director has the opportunity to train and develop financial staff within the department. The Director determines work procedures, prepares work schedules, and expedites workflow. The individual in this role examines and standardizes operational procedures to improve efficiency and effectiveness. The Director provides written and oral instructions, allocates tasks, and reviews work for correctness, organization, and policy compliance. The Finance Director tracks progress, initiates change as necessary, and helps or resolves issues with subordinates' performance.

The Director coordinates the preparation of the City's budget. This process encompasses managing the involvement of the City Council, the City Administrator, and department heads, developing and presenting the proposed budget, and filing the final adopted budget. The Director also oversees the preparation of the City's Annual Comprehensive Financial Report, the materials and documentation for outside auditors, and the procurement of outside audit services for the City of Merriam. The Finance Director is responsible for ensuring the final published budget document meets the criteria for the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award, along with the GFOA Certificate of Achievement for Excellence in Financial Reporting.

Because of the City's sound fiscal management, long-term financial planning, economic growth, and responsible budgeting practices, the City of Merriam has maintained a general fund reserve balance between 30-35% and received a Standard & Poor's AAA credit rating.

The Finance Director reports to the Assistant City Administrator and works closely with the City Administrator. The Finance Department has a staff that includes the Finance Director, an Accountant, and an Accounting Clerk.

## Priorities

- Develop strong working relationships with the City Administrator, Assistant City Administrator, Management Team, Finance staff, and other key staff members; spend time learning financial systems and operations and meeting with key staff.
- Establish rapport with elected officials and community members by attending City Council meetings, providing accurate, timely financial information, and retaining clean financial statements.
- Review overall financial processes, procedures, and policies. Recommend and implement necessary changes to ensure the department continues to employ best practices.
- Learn, understand, and manage the City's budget and chart of accounts. Identify funding needs throughout the organization. Maintain fiscal integrity and ensure the financial sustainability of the organization.
- Ensure the City maintains its AAA bond rating and continues to earn GFOA awards for the Annual Comprehensive Financial Report (ACFR), Popular Annual Financial Report (PAFR), and budget documents.





## The Successful Candidate

The next Finance Director will be an experienced financial manager who establishes and maintains effective working relationships with employees and city officials and provides accurate and timely financial information. The successful candidate will have a strong foundation in public finance and fiscal planning and be comfortable using modern office equipment. The ideal candidate will have a forward-thinking approach to developing short—and long-range plans.

This candidate will be an effective communicator and excel at both written and verbal communication. The ideal Director will possess strong analytical, logical problem-solving, and project management skills. The successful candidate will have sound judgment, be detail-oriented, take initiative, and be adaptable.

The successful candidate has considerable knowledge of modern governmental accounting theory, principles, and practices. The Director will also have substantial internal control procedures and management information systems knowledge. The ideal Finance Director will be well-informed about office automation and computerized financial applications. The successful candidate will be able to prepare and analyze complex financial reports with a working knowledge of budgetary, accounting, and reporting systems, Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Generally Accepted Accounting Principles (GAAP), and Government Accounting Standards Board (GASB).

## Qualifications

**Minimum requirements** include a bachelor's degree in accounting, finance, business, public administration, or a closely related field, five (5) years of progressively responsible experience working in local, state, or federal government finance/budget, and knowledge of government accounting or municipal budgeting, and supervisory experience.

**Preferred qualifications** include a master's degree and designation as a Certified Public Accountant (or working toward certification), Certified Public Finance Officer, and/or Certified Government Finance Officer. Additional preferred qualifications include a background in the areas of economic development, TIF, capital improvement planning, economic development principles, contract development, negotiation, Kansas incentive laws, public finance and fiscal planning, financial software systems, GAAFR, GAAP, and GASB.

## Inside The City of Merriam

Formally incorporated in 1950, the City of Merriam operates under a non-partisan mayor-council form of government with the addition of a City Administrator. Merriam has eight council members. Two are elected from each of the City's four wards. The Mayor is elected on an at-large basis. The City Administrator is appointed by the Mayor and City Council as the Chief Administrative Officer and is charged with the efficient and effective administration of the organization.

The City has 170 full—and part-time employees and a 2025 Budget of \$87,522,819, which includes operating expenditures of \$22,791,641, capital expenditures of \$16,699,291, inter-fund transfers of \$6,083,618, and budgeted reserves of \$41,948,268. Learn more about the City of Merriam's Council Budget Goals & Objectives [here](#).

The organization believes in being responsive to its residents. The City's Mission Statement is "to serve the public with transparent government focused on progress." This commitment is demonstrated through the results of the 2024 Community Survey, which indicated that 93% of residents were satisfied with City services, 92% were satisfied with Merriam's quality of life, and 80% were satisfied with the overall value received for tax dollars and fees.

## The Community

Merriam is a vibrant community nestled just eight miles south of downtown Kansas City. Residents have access to big-city amenities while enjoying the many benefits of small-town, suburban living. The community offers quality public schools, recreational opportunities, friendly neighborhoods, community events, shopping, and dining options—all at an affordable cost. The City of Merriam is an excellent place for young professionals and families alike.

It's not just the locals who love Merriam. Others have noticed the community as well. Merriam was included as "A Top 100 Small Town" by Livability and ranked in the "Top 20 Best Places to Live in Kansas" by Niche. Merriam has 11 parks with over 6.5 miles of trails, the Merriam Plaza Library, and a Community Center that opened during the summer of 2020. This facility includes a fitness center, event spaces, and indoor and outdoor pools.

The City sponsors numerous events throughout the year that attract residents and visitors throughout the region. Events range from the ongoing Farmer's Market and Flags 4 Freedom to the Turkey Creek Festival, Turkey Creek Car and Motorcycle Show, Merriam Drive Live, and Christmas in the Courtyard.

The City is included in the Shawnee Mission School District, which has an approximate enrollment of 27,650 students across five high schools, five middle schools, two specialized schools, and 34 elementary schools. Shawnee Mission School District is highly regarded as one of the best school districts in the state. Higher education opportunities are abundant in the region, with Johnson County Community College, the University of Saint Mary, Kansas State University Olathe, and the nearby University of Kansas serving thousands of students in the Greater Kansas City Metro Area.

Residents can take advantage of all the Greater Kansas City Metropolitan Area amenities. Kansas City offers recognized museums and performing arts venues, such as the Kauffman Center for the Performing Arts, the National World War I Museum, and the Nelson-Atkins Museum of Art. The Kansas City Zoo, Sea Life Aquarium, waterparks, amusement parks, breweries, casinos, shopping venues, wineries, dozens of parks, and arguably the best barbecue in the country can also be found in Kansas City. The region is the home to several professional and semi-professional sports teams. NFL's Kansas City Chiefs, MLB's Kansas City Royals, Major Soccer League's Sporting Kansas City, National Women's Soccer League's Kansas City Current, Major League indoor soccer team Kansas City Comets, and Central Hockey League's Missouri Mavericks are all rooted in the Kansas City area.





## Quick Facts

- Population: 10,875
- Median Household Income: 69,414
- Median Home Value: 229,000
- Median Age: 38

All demographic information was sourced from the U.S. Census Bureau.

**The Merriam Way:** Being a part of Team Merriam means taking pride in serving the public and improving our community. Our residents expect the best, and we strive to deliver. We listen to problems, overcome obstacles, and provide solutions. We act with courage and principle and ensure other members of the team do the same. We continually improve ourselves as individuals and as a team. Every team member is a leader in their own right. We play to each person's strengths and celebrate our achievements. We do it day in and day out, and we do it all with a selfless attitude and a little zeal. That's the Merriam Way.

**Wherever you're from, whatever you do, Merriam is just right ... for all the best reasons:**

- Just right for your family
- Just right for making friends
- Just right for starting your life together
- Just right for building a business
- Just right for your first home
- Just right for your forever home



## Compensation

The expected hiring range is \$127,000 - \$146,000, depending on qualifications, with an excellent benefits package. Learn more about our options and employee-based benefits [here](#).

Benefits offered include the following:

- Medical, dental, vision, life, and short-term disability insurance
- Kansas Public Employees Retirement System (KPERs)
- 401(a) supplemental retirement
- Holiday, personal, volunteer time, vacation, and sick leave
- Health savings account with employer contributions
- Flexible spending accounts
- Free telemedicine
- Employee Assistance Program
- Tuition reimbursement



## How to Apply

Applications will be accepted electronically by Raftelis via the application [jobs.crelate.com](https://jobs.crelate.com). Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **November 1, 2024**.



## Questions

Please direct questions to Catherine Tuck Parrish at [ctuckparrish@raftelis.com](mailto:ctuckparrish@raftelis.com) and Robert Colichio at [rcolichio@raftelis.com](mailto:rcolichio@raftelis.com).