



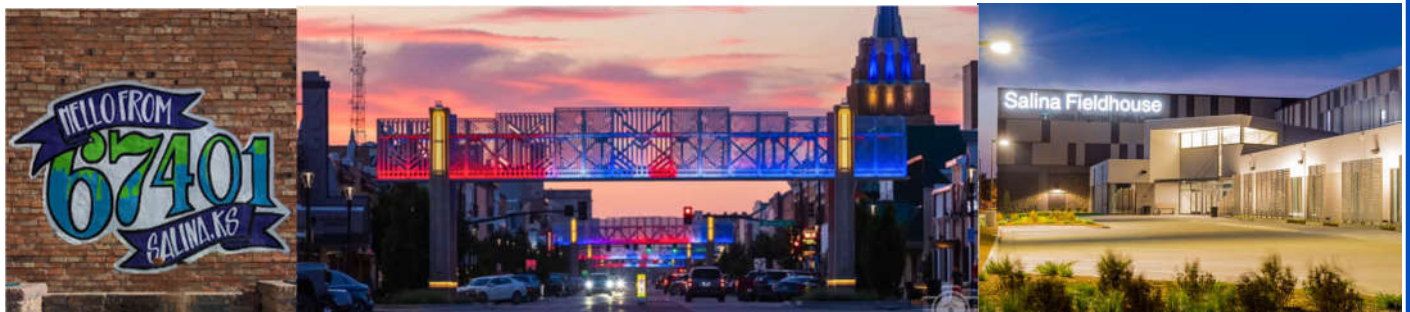
DIRECTOR OF FINANCE & ADMINISTRATION

*The **City of Salina, Kansas** is seeking a leader dedicated to providing excellent service for the benefit of our community*

- Member of city manager's executive staff team, operating under council-manager form of government
- Department with 16 team members in Accounting & Administration and Water Customer Accounting; annual departmental budget of \$2,700,000
- Downtown \$160,000,000 public-private partnership
- General Obligation Bond Rating of Aa3
- Strong history of solid financial practices; over 25 years of unqualified opinions on audit
- 2025 Estimated Actual Valuation—\$4,185,000,000; Assessed Valuation—\$620,200,000
- Outstanding General Obligation Bonds—\$88,365,000; GO Debt per Capita—\$1,917
- 2027-2031 Capital Improvement Program—\$86,382,000
- Strong retail base—24-county regional trade center for north central Kansas; 3rd highest trade pull factor for all Kansas first class cities
- City of Salina portion of total property taxes paid by residents and businesses is approximately 20% of total property taxes paid from all taxing entities, and continues to be among the lowest rates of first class Kansas cities

Salina's accolades include "100 Best Communities for Young People", "10 Best Places to Retire in Kansas", and "Best Place in Kansas to Raise Kids"

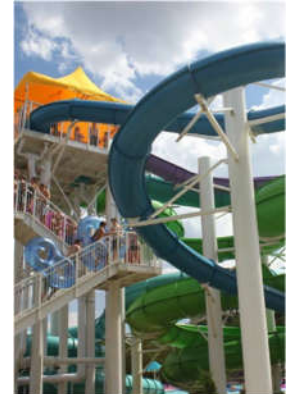
Midwest, small-town charm with urban amenities





QUALIFICATIONS:

- Experienced leader with passion for excellence and outstanding technical, communication and team-building skills
- Demonstrated ability to lead, develop and manage a team as well as prepare annual budget, CAFR, and other key financial reports
- Passion for excellence and desire to provide customer service for both internal and external customers for the benefit of our community
- Strong presentational and analytical skills
- Commitment to our values, a strategic approach to leadership, continuous improvement and community service
- Bachelor's degree in public administration, business administration, accounting or related field
- Minimum of 5 years progressive responsibility in governmental accounting, with at least 2 years in supervisory role
- Certified Public Finance Officer designation preferred



ORGANIZATIONAL VALUES:

We Value Professional Ethics

We Value a Commitment to Citizens through Customer Service

We Value a Commitment to Excellence

Annual Salary: \$105,784 to \$169,257 DOQ

First review: Friday, Sept. 18, 2026

Open Until Filled

Apply at www.salina-ks.gov

EOE



Photos: Zip code (front, bottom left) and Overhead structures (front, bottom middle) - Visit Salina; Salina Fieldhouse (front, bottom right); - Salina Parks & Rec.; Downtown mural (top, left) - City media; Lee Apartments (top, middle) & Downtown overhead structures (top, right) - Visit Salina; "Picasso's Violin" from Sculpture Tour (2nd from top, side) - Salina Arts & Humanities; Stiefel at night (3rd) - Visit Salina; Kenwood Cove slide tower (4th); River trail (5th) - KSAL; Smoky Hill River Festival (bottom, right) - Salina Arts & Humanities

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: Director of Finance & Admin. GR: E84 FLSA: EX DATE: 7/23/2026

DEPARTMENT: Finance DIVISION: Finance

REPORTS TO: City Manager APPROVED: _____ JOB CODE: 1006

GENERAL DESCRIPTION:

Under general operating standards, administers, coordinates, supervises and controls all financial, records management and accounting activities for the city. Performs difficult work requiring significant interpretive judgement in variation from established procedures and standards.

TYPICAL DUTIES:

- Provides leadership and direction for the Finance Department, including Finance & Administration and Water Customer Accounting; plans, organizes, directs and evaluates departmental staff; develops and implements goals, policies, and programs for departmental financial, records, and accounting management
- Directs the preparation and management of the City budget through City Manager and Commission guidance; develops and establishes controls necessary to assure the accuracy and security of all records and funds; presents reports and makes budget presentations for City Commission, attending City Commission meetings as needed
- Establishes and maintains city accounting system including administration of assets and liabilities, accounts payable, purchasing, receipting, utility billing and collections, business licenses and tax collections, cash management, capital improvement program, bond sales, and financial reports and reporting guidelines
- Ensures completeness and timeliness of reports, records and related documents including the comprehensive Annual Financial Report; coordinates audit
- Evaluates legislation with fiscal implications to the City; directs and/or conducts feasibility and financial impact studies and presents findings and recommendations
- Develops meaningful departmental metrics to reflect measurable outcomes; analyzes data on efficiency and effectiveness of programs and services; develops, reviews and monitors organizational financial trends; works collaboratively with other City department directors to provide guidance and identify financial resources for operational and functional needs
- Reviews all disbursements; trains, supervises, and evaluates personnel; supervises issuance of licenses and warrants
- Performs related work and other tasks as necessary as a member of the City Manager's executive management team; perform other duties as assigned

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Department head of small department.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to bachelor's degree in accounting, business, public administration, or a related field with emphasis on governmental financing and/or accounting, and over five years of progressively responsible experience in governmental financing and accounting, including two years in a supervisory capacity; must qualify to be bonded. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

Must live within the corporate limits of the city.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Effectively communicate orally and in writing. (Daily)

Effectively organize the work of self and others. (Daily)

Exercise sound judgement in decisions and interpretations. (Daily)

Exercise sound judgment in decisions and interpretations. (Daily)

ESSENTIAL JOB FUNCTIONS (continued):

Maintain and apply knowledge of the principles, practices and ethics of municipal finance, including budgetary accounting, treasury management, revenue administration and budgeting. (Daily)
Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)
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Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)
Effectively conduct studies and investigations. (Daily)
Maintain and continually upgrade knowledge of methods, materials and equipment used in records management. (Daily)
Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)
Speak clearly and concisely before groups. (Daily)
Confer with City Manager to ascertain basic administrative policy and to coordinate action on matters which City Commission has requested. (Daily)
Effectively assign and supervise personnel. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Occasional, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: No exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to understand and apply financial and accounting concepts.

Ability to evaluate and execute possible courses of action.

Ability to interpret and summarize financial information.

Ability to organize files and effectively retrieve data.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED: Computer, telephone, copy machine, adding machine, calculator, scanner, and fax machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.