**Director of Finance**

**Bexar County Emergency Services District No. 2**

**Bexar County (San Antonio Area), Texas**

# Help Lead the Financial Future of a Growing Emergency Services District

Bexar County Emergency Services District No. 2 is seeking an experienced and highly qualified **Director of Finance** to provide executive leadership and strategic direction for the District's financial operations.

The Director of Finance will serve as a key member of the District's leadership team and will be responsible for ensuring the effective, transparent, and fiscally responsible management of District resources. This position will work closely with the General Manager and Board of Commissioners in developing financial strategies, budgets, policies, and long-range plans that support the District's mission and operational priorities.

This is an opportunity for an accomplished finance professional to play a significant role in the financial stewardship and continued success of a public safety organization serving the community.

**About the Position**

The Director of Finance reports directly to the General Manager and plans, organizes, directs, and oversees all financial operations of Bexar County ESD No. 2. The position provides strategic financial guidance to the General Manager and Board of Commissioners while ensuring compliance with applicable federal, state, and local laws, governmental accounting standards, District policies, and regulatory requirements.

Key areas of responsibility include:

- Providing executive leadership and strategic direction for the District's financial operations.
- Developing long-term financial strategies, forecasts, and financial sustainability plans.
- Leading the development, implementation, monitoring, and administration of the District's annual operating and capital budgets.

- Advising the General Manager and Board of Commissioners on financial policies, fiscal planning, reserves, capital planning, debt management, and financial risks.
- Overseeing accounting operations, including accounts payable, accounts receivable, payroll oversight, cash management, fixed assets, general ledger activities, and financial reporting.
- Establishing and maintaining effective internal controls and financial policies and procedures.
- Overseeing monthly and year-end financial close processes and preparation of accurate and timely financial statements.
- Managing cash flow, liquidity, investments, banking relationships, and financial service providers.
- Ensuring compliance with governmental accounting standards, applicable laws, grant requirements, and financial reporting requirements.
- Serving as the primary liaison with external auditors and overseeing the annual financial audit process.
- Providing financial oversight of contracts, procurement activities, major purchases, and capital projects.
- Overseeing the financial administration, reporting, and compliance requirements associated with grants and other funding sources.
- Supervising, coaching, developing, and evaluating the District's AP/AR Specialist.
- Performing hands-on accounting and financial work when needed to maintain continuity during staffing shortages, absences, or periods of increased workload.
- Presenting financial information, analysis, and recommendations to executive leadership and the Board of Commissioners.

The successful candidate will be expected to exercise considerable independent judgment, maintain the highest standards of financial integrity, and communicate complex financial information effectively to both executive leadership and the Board.

**We're Looking For Someone Who**

- Leads with integrity, transparency, and professionalism.
- Builds trust and strong working relationships.
- Thinks strategically while delivering practical results.
- Understands governmental budgeting.
- Enjoys solving complex financial challenges.
- Can balance multiple high-priority initiatives simultaneously.
- Communicates confidently with the Board of Commissioners, employees, and community stakeholders.
- Has the courage to make difficult decisions while remaining collaborative and approachable.

**Minimum Qualifications**

**Education**

- Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a closely related field.
- Equivalent combinations of education, professional certifications, and progressively responsible governmental finance experience may be considered when consistent with the needs of the District.

**Experience**

- Seven (7) years of progressively responsible accounting or financial management experience.
- Five (5) years of supervisory or management experience.

## Preferred Qualifications

Preference may be given to candidates with:

- Experience in governmental or public-sector finance.
- Experience working with Texas Emergency Services Districts or other local government entities.
- Experience with governmental budgeting, financial forecasting, audits, grants, and capital planning.
- Coursework or demonstrated knowledge of governmental accounting, public finance, budgeting, financial management, auditing, taxation, economics, or business law.

## Knowledge, Skills & Abilities

The ideal candidate will possess:

- Thorough knowledge of governmental accounting principles, including GAAP and GASB standards.
- Knowledge of governmental budgeting, forecasting, financial analysis, auditing, and internal controls.
- Knowledge of Texas laws applicable to Emergency Services Districts and public finance.
- Knowledge of investment management, debt financing, and public funds investment requirements.
- The ability to analyze complex financial information and develop clear, executive-level reports and recommendations.

- Strong analytical, organizational, communication, and problem-solving skills.
- The ability to develop and implement financial policies, procedures, and internal controls.
- Demonstrated ability to supervise, mentor, and develop staff.
- Advanced proficiency with Microsoft Excel, financial management software, and accounting systems.

## Professional Certifications

Professional certifications are preferred and may include:

- Certified Public Accountant (CPA)
- Certified Government Financial Manager (CGFM)
- Certified Public Finance Officer (CPFO)
- GFOA Budget Academy or Financial Management Academy Certificate
- Certified Internal Auditor (CIA)
- Certified Management Accountant (CMA)

## Additional Requirements

The successful candidate must:

- Possess and maintain a valid Texas Driver License and acceptable driving record.
- Successfully complete the District's required suitability examination, drug and alcohol testing, and background investigation, as applicable.
- Meet all other employment requirements established by Bexar County Emergency Services District No. 2.

## Compensation and Schedule

- **Starting Salary: $114,667, depending on qualifications**
- **Schedule: Monday through Thursday, 7:00 a.m. to 5:00 p.m. (subject to change based on department needs)**

## Why Bexar County ESD #2?

At BXCESD2, we believe strong leadership creates strong organizations. Our employees are dedicated public servants committed to excellence, innovation, accountability, and teamwork. We value leaders who invest in people, embrace continuous improvement, and help build an organization prepared to meet the evolving needs of our community.

This is an outstanding opportunity to leave a lasting legacy while serving one of the fastest-growing regions in Texas.

**Applicant Process**

Application Portal:

**https://ureconsultinggroup.applicantpro.com/jobs/**

Please note that applicants must upload a cover letter, resume, and relevant credentials as part of the application process. Only completed applications submitted through the link above will be considered.

Bexar County Emergency Services District No. 2 is an Equal Opportunity Employer.

**Process Timeline *(Dates are projections and may be subject to change)***

**July 8 – August 6**

Position Advertisement

**July 8 – August 6**

Questionnaires distributed to qualified applicants as identified. Applicants are required to return after five (five) business days.

**Week of August 17**

Top tier of finalists Zoom interviews.

**Week of August 31**

On-site finalist interviews and meet-and-greet with the top candidates.

**Week of September 7**

Final candidate selection.