



DIRECTOR OF FINANCE – UNIVERSITY CITY, MISSOURI

ABOUT UNIVERSITY CITY

MGT is pleased to partner with the City of University City to identify top-tier candidates for the Director of Finance position to oversee the City's financial health and budgeting process. The City seeks skilled public finance professionals with strong communication and supervisory skills as candidates prepared to work collaboratively with the City's executive team and other stakeholders to meet the demands of a community undergoing significant redevelopment and revitalization.

A beautiful and historic inner-ring suburb of St. Louis, University City is a unique urban community with a strong mix of cultural, ethnic, social and economic diversity. Incorporated in 1906, and adjacent to Washington University, University City was established with a vision of being a city of culture and fine homes. In University City, citizens boast availability to urban-style services and easy accessibility to the Greater St. Louis's recreational and cultural activities.

University City is a full-service city providing a range of services including police, fire/EMS, public works, engineering, community development, and parks, recreation & forestry. Water and sanitary sewer utilities are provided by other agencies. The City has a full-time staff of 265 employees and 22 part-time employees.



MGT

ABOUT THE POSITION

The Director of Finance manages a variety of financial activities and joins a collaborative administrative team. Some of the job's essential functions include:

- Overseeing payroll, accounts payable, revenue collection, business and liquor licenses, utility billing, reconciliations, and purchasing.
- Compiling the City's annual budget by projecting revenues for all funds and departmental budgets and drafting a budget book for submission before the City Council. Combined, the city's budgets total more than \$57 million.
- Working with finance staff and independent auditors to ensure a year-end closing is completed both timely and accurately.
- Overseeing the City's Pension and Retirement programs and serves as the staff liaison to the Pension Board and the City's actuary.

In addition, the Director helps sustain the City's fiscal health and stability and assures that the City achieves its financial objectives through solid fiscal planning, budgetary controls, and the maintenance of financial accounts and records. The Director supervises eight full-time employees.

CHALLENGES AND OPPORTUNITIES

Fiscal Management. The City is in a strong financial position, with its fund balance exceeding 35%. Like all Missouri municipalities, however, the City's finances are tested by various constraints guiding the generation of new sources of revenues. Similar to many older Midwestern cities, infrastructure and capital improvements are always at the forefront of attention, and in University City a robust list of projects is always under consideration.

The next Director of Finance can expect to work closely with the City Manager on seeking out new sources of revenue as well as continuing to find ways to deliver City services most efficiently. He or she can also anticipate having a significant hand in guiding the City to meet the City's infrastructure goals by forecasting how the City can keep on top of infrastructure and capital demands. [The latest City budget can be accessed here.](#)

Leading the Team and developing culture. The new Director will have a non-union, civil service-guided team and must learn and understand assignments and how to support, clear roadblocks and assist the workforce without micromanaging. The tenure of Finance Department employees is mixed, with some recent hires mixed with longer-tenured employees. Accountability is a core expectation for the city's entire labor force, and team members welcome a Director who will listen, communicate, collaborate, teach and ultimately lead.



ABOUT THE DEPARTMENT

The Department of Finance:

- Develops and maintains the City's accounting system and standards
- Makes budget recommendations and revenue estimates
- Assists with tax and financial planning
- Invests the City's funds
- Functions as the City's treasury by collecting revenues and accounts receivable and controlling the disbursement of funds
- Oversees audits of the City's financial records
- Serves as the City's central purchasing office
- Records and tracks the City's fixed assets and capital property
- Administers the City's community development fund program
- Provides financial services and support to all Departments, Boards and Commissions of the City

MINIMUM QUALIFICATIONS

- A B.A. in accounting, business administration, finance or related field.
- A master's degree and/or CPA is preferred but not required.
- Ten or more years' experience with financial reporting and budgeting.
- Experience in a government setting or demonstrable skills in governmental fund accounting; a combination of public and private sector finance experience is ideal.
- Working knowledge of financial management/ERP systems.

There are two vacancies in the Department that are currently being advertised, presenting to the new Director training responsibilities. Empowering the team to feel confident in their responsibilities by providing guidance and professional development opportunities will be important for the new Director to undertake.

Transparency and Teamwork. The City's Finance Department uses New World as its financial software and has been working to make financial reporting more accessible to department heads. The next Director of Finance can expect to continue this effort, assuring that the management team and elected officials have on-demand, unencumbered, and transparent access to the City's financial information. While not on the immediate horizon, but within the expected tenure of the new Director, assessing options for a new ERP will be welcomed.

Financial Reporting. The incoming Director of Finance can expect to be a strong management partner with the City Manager by keeping a wide-angled look on the organization while simultaneously possessing agile financial and accounting skills that can focus on the details when required. The Director of Finance is viewed by the rest of the management team as a key resource, supporting and advising them on their operations' finances and strategic goals. Along these lines, and over time, the Director can expect to work on enhancing the City's budget, financial documents and financial policies.

IDEAL MANAGEMENT ATTRIBUTES

The ideal candidate is an innovative, collaborative thinker and ready to be an integral member of the management team. In addition, candidates should:

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a strong supervisor willing to assess the Department's strengths and challenges while guiding and mentoring employees to achieve their best work.
- Be a clear and concise communicator, including the ability to actively listen.
- Be a team member that appreciates the need to provide accurate, timely and transparent information to fellow department heads and the City Manager.
- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Be willing to keep the City Manager and City Council apprised of the state of the City's finances, major activities and/or City operations in a consistent and timely manner, passing on both good news and bad news in a tactful, self-confident and professional manner.

STARTING SALARY, BENEFITS

The starting salary range is \$114,400 – \$144,345 (midpoint) +/- DOQ, plus a full complement of excellent benefits.

HOW TO APPLY

Candidates should apply by April 17, 2026. Send a resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Consultant, MGT, Northfield, IL. Tel: 847-380-3240. The City is an Equal Opportunity Employer.