



City of Blue Ridge

Finance Officer Position

Seeking Qualified Applicants

Local Lifestyle

The City of Blue Ridge is actively seeking a highly qualified professional to serve as the Finance Officer. The City of Blue Ridge is located in Collin County, known for its small-town charm with proximity to the Dallas-Fort Worth Metroplex. Our peaceful family-oriented community is the ideal destination for an eager, energetic professional dedicated to municipal finance and public service.

Blue Ridge is a Type A General Law City that consists of a Mayor and five (5) council members. As Finance Officer, you will serve under the direction and supervision of the Mayor and City Council and shall be responsible for the proper administration of the financial affairs of the City.

Position Description

The Finance Officer is responsible for overseeing the City's financial operations, including accounting, payroll, budgeting, financial reporting, utility billing oversight, and other duties as assigned.

Essential Responsibilities

- Maintain accurate financial records using QuickBooks.
- Prepare reports and presentations to Council as requested.
- Assist the Mayor in preparing the annual budget and maintaining budget after adoption.
- Provide guidance in purchasing and expenditures for the City.
- Ensures timely and accurate payment of City vendors.
- Process payroll and all required tax filings.
- Support development and monitoring of the annual municipal budget.
- Perform bank reconciliations and oversee accounts payable/receivable.
- Assist with ASYST Utility Billing software functions.
- Coordinate monthly financial reporting.
- Assist with annual audits and provide required documentation.
- Provide excellent customer service and front-office support.

- Perform any other duties as assigned.
- Willingness to cross-train in other departments.
- Attendance at City Council meetings when requested.

Minimum Qualifications

- Bachelor's degree in Accounting, Finance, or a related field of study.
- Five (5) years of full-time work experience in fund accounting/financial environment including specific experience in processing payroll, account maintenance, and reconciliation duties.

Preferred Qualifications

- Municipal finance or public accounting experience.
- Proficiency in QuickBooks.
- Experience with ASYST Utility Billing software.
- Strong understanding of government budgeting practices.
- Excellent communication and organizational skills

How to Apply

Submit a City application and resume to:

jlawrence@blueridgecity.com

Help support the financial health and future of the City of Blue Ridge!