



City of Hyattsville (MD) Director of Finance

SALARY	\$72.72 - \$81.89 Hourly \$151,255.00 - \$170,338.00 Annually	LOCATION	City Administrative Building
JOB TYPE	Full-Time	JOB NUMBER	202400054
DEPARTMENT	Finance	DIVISION	Finance
OPENING DATE	09/09/2026		

Description

Charter Designation: City Treasurer (Charter-established office; the incumbent serves as City Treasurer)

The Director of Finance serves as the City of Hyattsville's Chief Financial Officer and City Treasurer, a Charter-established office, and is responsible for the overall financial management and fiscal health of the City. Reporting to the City Administrator and accountable to the Mayor and City Council, the Director leads the Department of Finance in delivering high-quality business and financial planning, analysis, and advisory services to every operating department.

The Department's core functions include annual budget development and administration, investment management, debt management, general accounting, purchasing, revenue collection and management, accounts payable, payroll, and audit management.

The Director also maintains the accounting systems and records that accurately reflect the City's financial condition and directs debt management, financial administration, compliance, collection, and disbursement of all City funds.

As the City's chief steward of public resources, the Director provides technical expertise to City leadership, safeguards the integrity of the City's financial reporting, and ensures compliance with all applicable City, State, and federal financial policies, laws, and sound fiscal practices — supporting the Mayor, City Council, City Administrator, and operating departments in the responsible management of the City's financial assets.

This is a highly visible position. The City is seeking a finance leader who will strengthen internal controls, restore and sustain timely and accurate financial reporting, and ensure transparency in the City's financial position to elected officials and the public.

Example of Duties

The duties below are representative of the work performed. They are not exhaustive, and the incumbent may be assigned other duties consistent with the scope of the position.

Budget Development and Fiscal Planning

- Develop, administer, and monitor the City's annual operating and capital budgets, including preparation of the recommended budget, budget calendar, and supporting analysis.

- Advise the Mayor, City Council, and City Administrator on the City's fiscal condition, revenue outlook, expenditure trends, and long-range financial position.
- Prepare multi-year financial forecasts, fund balance projections, and fiscal impact analyses to support policy and capital decisions.
- Develop, monitor, manage, and track the budget and special projects assigned by the City Administrator.

Accounting, Financial Reporting, and Audit

- Maintain the City's accounting systems and financial records in accordance with GAAP, GASB pronouncements, and applicable State and local requirements.
- Direct month-end and year-end close, account reconciliations, interfund accounting, and the preparation of the Annual Comprehensive Financial Report.
- Ensure all financial reports and filings — including those required by the State of Maryland — are complete, accurate, and submitted on or before applicable deadlines.
- Coordinate timely annual independent audits, serve as the City's primary liaison to external auditors, and ensure Departmental practices satisfy all applicable auditing and regulatory standards.
- Respond to audit findings and management letter comments with documented corrective action plans and monitor those plans through to resolution.
- Serve as the principal staff liaison to the City Council's Audit Committee — developing meeting agendas and supporting materials, presenting audit results, management letter comments, and corrective action status, and facilitating the Committee's direct engagement with the independent auditor.
- Support the Audit Committee and the City Administrator in the selection and periodic re-procurement of the City's independent audit firm.
- Prepare and present clear, accurate financial reports and recommendations to the Mayor, City Council, and City Administrator.

Treasury, Debt, and Investments

- Oversee the collection, deposit, disbursement, and safeguarding of all City funds.
- Manage the City's cash position and investment portfolio consistent with the City's investment policy and Maryland public-fund safekeeping and collateralization requirements.
- Direct debt issuance and management, including planning, structuring, official statement disclosures, continuing disclosure obligations, and debt service administration and reporting.
- Maintain banking, custodial, and financial advisory relationships, and periodically evaluate the cost and performance of those services.

Revenue, Procurement, and Disbursements

- Manage revenue collection functions, including billing, receivables, delinquency follow-up, and enforcement of City revenue policies.
- Supervise purchasing and procurement operations to ensure cost-effective, policy-compliant acquisition of goods and services.
- Oversee accounts payable and payroll operations, ensuring timely and accurate processing, appropriate segregation of duties, and strong internal controls.
- Coordinate with the Department of Human Resources on payroll, position control, benefits funding, and compensation-related budget matters.

Internal Controls, Policy, and Systems

- Recommend and implement fiscal policies, procedures, and internal controls that support long-term financial sustainability and prevent, detect, and correct errors and irregularities.
- Document Departmental procedures and maintain a control environment that withstands independent review.
- Administer and continuously improve the City's financial management and enterprise system to integrate financial processes, including budgeting, payroll, procurement, and accounts payable modules.
- Ensure compliance with applicable federal grant requirements, including allowable cost, subrecipient monitoring, and single audit obligations.

Public Engagement, Presentation, and Transparency

- Present quarterly and year-end financial reports, budget proposal, audit results, debt and capital financing proposals, and fiscal policy recommendations at regular and special meetings of the Mayor and City Council, budget work sessions, and public hearings.
- Serve as liaison to the the City Council's Audit Committee and other committees, boards, or commissions with financial oversight responsibilities, and provide financial briefings to those bodies as requested.
- Represent and ensure the Department of Finance present at community meetings, neighborhood and civic association gatherings, community budget forums, and other public events — explaining the City's budget, tax structure, and financial condition to residents in plain, accessible language.
- Ensure financial transparency, including publication of the budget, financial reports, and other public-facing financial information.
- Respond to inquiries from residents, elected officials, and — in coordination with the City Administrator and Communications staff — the news media, and assist in responding to public records requests involving financial records.

Leadership and Supervision

- Lead, supervise, and develop the Department of Finance staff, including hiring, assignment of work, performance management, coaching, and professional development.
- Establish clear performance expectations and accountability measures and address performance concerns promptly and consistently with City policy.
- Foster a service-oriented culture that supports operating departments as internal customers while maintaining the independence required of the finance function.
- Participate as a member of the City's senior leadership team and contribute to citywide strategic planning and problem-solving.

Knowledge, Skills, and Abilities

Supervisory Responsibilities

The Director of Finance provides departmental leadership over a team of six. This includes: a Deputy Budget Director, Deputy Finance Manager, 3 Accountants, and an Administrative Assistant intern. The Director carries full supervisory authority, including recommendations on hiring, performance evaluation, discipline, and separation, in coordination with the Department of Human Resources.

Ideal Candidate Profile

- Municipal or public-sector finance management experience. A city of comparable size and complexity, with extensive knowledge and experience across municipal accounting and finance.
- Has demonstrated success strengthening internal controls, resolving audit findings, and rebuilding confidence in an organization's financial reporting.
- Has worked closely and collaboratively with the Mayor, City or County Council, and City Administrator to formulate and implement citywide fiscal policy.
- Brings a proactive approach to municipal finance, offering clear recommendations and timely advice to City leadership before issues become problems.
- Delivers outstanding customer service to operating departments and drives ongoing cost-effectiveness in municipal operations.
- Uses sound judgment and strong common sense, comfortable presenting to a wide range of public audiences.
- Communicates complex financial concepts clearly, credibly, and persuasively to non-technical audiences.
- Presents the Mayor, City Council, and City Administrator with well-developed alternatives, and is open, honest, and direct — while respecting the confidentiality of sensitive matters.
- Streamlines processes to ensure efficiency and reduce human error and unnecessary steps.

Core Competencies

- Deep working knowledge and experience with municipal accounting, budgeting, and financial reporting under GAAP and GASB standards.

- Experience with debt issuance, debt service management, and related disclosure obligations.
- Proficiency with municipal financial management and ERP systems, including budgeting, payroll, and accounts payable modules.
- Working knowledge of internal control frameworks and the design of controls over cash, procurement, payroll, and financial close.
- Understanding of cash management, investment principles, and public-fund safekeeping requirements.
- Familiarity with State and local statutes governing municipal finance, procurement, and revenue collection, including Maryland reporting requirements.
- Proven ability to build, lead, and develop a high-performing finance team.
- Sound judgment, integrity, and initiative that inspire trust and confidence among staff, elected officials, and the public.
- Strong verbal, written, and analytical skills, with the ability to translate complex financial information for non-financial audiences.
- Comfortable presenting financial reports and recommendations in open session to the Mayor, City Council, the Audit Committee, other boards and commissions, and community audiences — including responding to unscripted questions from elected officials and the public.
- Strong analytical skills to interpret financial data and identify trends, risks, and opportunities for improvement.
- Oversees month-end and year-end close, reconciliation processes, and coordination of internal and external audits.

Minimum Qualifications

- Bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, business administration, or a related field.
- Ten (10) years of increasingly responsible experience in finance, accounting, and administration, including at least three (3) years of senior-level management and supervisory experience in municipal finance.
- An equivalent combination of education, certification, and directly related experience that provides the required knowledge, skills, and abilities may be considered.

Preferred Qualifications

- Master's degree in accounting, business administration, finance, or public administration.
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), and/or Certified Treasury Professional (CTP) certification.
- Direct experience with municipal debt financing, including official statement disclosures and debt service administration.
- Prior experience presenting financial information to elected officials, boards, or commissions, and to community or resident audiences.
- Experience serving as staff liaison to an audit committee, finance committee, or similar oversight body.
- Experience implementing process improvements or technology upgrades within a municipal finance department.
- Experience remediating material weaknesses or significant deficiencies identified through an independent audit.
- Experience administering federal or State grant funding and single audit requirements.

License and Certification Requirements

- A valid driver's license, or the ability to utilize an alternative method of transportation to carry out job-related essential functions, is required.
- The incumbent must be bondable and, if required by the City Charter or City policy, must be covered by a surety bond in an amount set by the Mayor and City Council.

Conditions of Employment

- Employment is contingent upon successful completion of a pre-employment background investigation and reference verification.
- Because this position carries fiduciary responsibility and direct authority over the receipt, custody, and disbursement of public funds, a credit history review may be conducted consistent with the Maryland Job

Applicant Fairness Act.

- The incumbent must complete and maintain any financial disclosure filings required by the City's Ethics Ordinance.
- Attendance at evening and occasional weekend obligations — including meetings of the Mayor and City Council, Audit Committee meetings, budget work sessions, public hearings, and community events — is a regular and essential requirement of the position.

Physical Demands & Working Environment

Work is performed primarily in an office setting. The position requires the ability to communicate effectively in person, in writing, and by telephone; to operate a computer and standard office equipment; to review and analyze detailed written and numerical data; and to move about City facilities to attend meetings. The position occasionally requires lifting or moving items weighing up to twenty (20) pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Equal Employment Opportunity

The City of Hyattsville is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity or expression, genetic information, veteran status, or any other characteristic protected by federal, State, or local law. The City provides reasonable accommodation to qualified individuals with disabilities in the application process and in employment. Applicants who require accommodation should contact the Department of Human Resources.

Disclaimer

This description is not intended to identify every duty associated with this position and does not constitute an employment agreement between the City and the employee. The City of Hyattsville reserves the right, in its sole discretion, to modify the duties and responsibilities of this position at any time.

Employer

City of Hyattsville (MD)

Address

4310 Gallatin Street
3rd Fl
Hyattsville, Maryland, 20781

Phone

301-985-5000

Website

<https://www.hyattsville.org/>

Director of Finance Supplemental Questionnaire

*QUESTION 1

Do you have direct experience serving as the chief financial officer, finance director, treasurer, or equivalent senior financial officer for a municipality or other public-sector organization?

- ☐ Yes
☐ No

*QUESTION 2

Do you have experience overseeing municipal financial reporting, including month-end/year-end close, reconciliations, audits, and GAAP/GASB compliance?

- ☐ Yes

☐ No

***QUESTION 3**

Do you have experience developing and managing an annual municipal operating and/or capital budget, including multi-year financial forecasting?

☐ Yes

☐ No

***QUESTION 4**

Do you have experience presenting financial information, fiscal recommendations, or budget proposals to elected officials, governing bodies, audit committees, or the public?

☐ Yes

☐ No

***QUESTION 5**

Do you have experience identifying and remediating significant financial, audit, or internal-control deficiencies in a municipal or public-sector organization?

☐ Yes

☐ No

*** Required Question**