

City of Austin

Finance Director Application Supplement

To All Job Applicants

Completion of this supplement is a required step in the City of Austin's employment process. It is used to accurately assess your qualifications and suitability for the Finance Director position. Please respond to all questions thoroughly - do not reference your resume in place of an answer.

1. Describe your experience with capital project funding and issuance of bonded indebtedness. Provide an example of a project you helped finance.

2. Discuss your experience administering risk management programs such as property, liability, or worker's compensation.

3. Describe your experience applying Governmental Accounting Standards Board (GASB) principles in municipal financial reporting. Provide an example of how you ensured compliance.

4. Describe your knowledge and hands-on experience with governmental fund accounting. Provide an example of how you've managed multiple funds (e.g., general, special revenue, enterprise, debt service) and ensure accuracy and transparency.

5. Governmental entities often maintain books on both a GAAP and budgetary basis. Describe your experience reconciling these differences and communicating them to auditors, staff, or policymakers.

6. Describe your experience overseeing municipal investment portfolios and cash flow management. How have you ensured compliance with state law, investment policies, and risk tolerance standards?

7. Grant Accounting, Reporting, and Administration

- a. Describe your experience with grant accounting and reporting in a governmental setting. Include details on how you ensured compliance with grantor requirements, tracked expenditures, and prepared timely financial reports for audits or reimbursement.

- b. Describe your experience administering federal and state grants. Include details on how you established accounting structures, monitored allowable costs, ensured compliance with grant conditions, coordinated with others, and completed close-out requirements.

8. Describe your experience implementing or managing electronic workflow systems to improve efficiency and reduce reliance on paper processes. Include an example of how you evaluated needs, introduced new systems, and ensured staff adoption and compliance.

9. How do you promote employee engagement and cultivate a positive work environment while navigating budgetary constraints or prioritizing financial efficiency? Please share specific strategies you have used to balance transparency, motivation, trust, and operational effectiveness during times of limited resources.

I certify that all the information I have provided on this supplement is correct and that I have not omitted any information. I understand that giving false information or omitting requested information may disqualify me from further consideration for employment or result in dismissal, if discovered later.

I authorize the City of Austin to verify this information to determine whether I am qualified for the position for which I am applying.

Applicant Name (please print)

Signature

Date