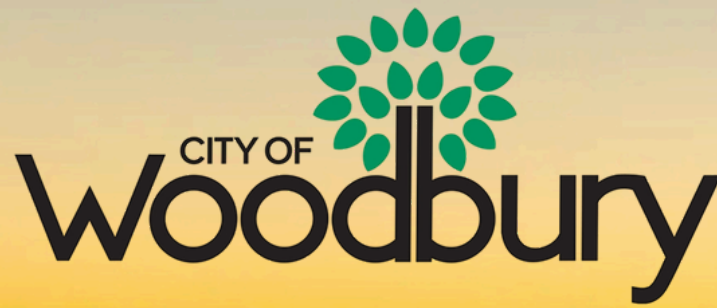




Assistant CFO/Budget Manager

Anticipated Hiring Range: \$115,162 to \$149,710

2027 Proposed Salary Range: \$133,936 to \$174,120

Woodbury, Minnesota: A Place to Live, Work, and Thrive

Woodbury, Minnesota, is one of the most sought-after communities in the Twin Cities metro area, known for its exceptional quality of life, thriving economy, and strong sense of community. With top-rated schools, a robust job market, and a rich array of recreational and cultural amenities, Woodbury offers an ideal environment where individuals and families can live, work, and thrive.

As Minnesota's eighth-largest city, Woodbury is home to approximately 84,000 residents and is expected to continue growing to approximately 100,000 residents at full development, reflecting the City's continued growth and long-term vision.



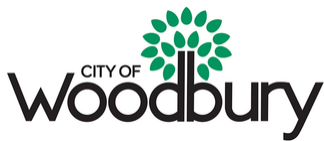
Live: A Safe, Vibrant, and Welcoming Community

Woodbury is consistently ranked as one of Minnesota's safest and most livable cities. Thoughtfully planned neighborhoods, excellent schools, and a strong sense of community make it a top choice for families, young professionals, and retirees. The City offers a range of housing options, from single-family homes to modern apartments and townhomes, catering to various lifestyles and budgets.

Education is a top priority, with highly rated public schools in the South Washington County School District, Stillwater Area Schools, and the North St. Paul-Maplewood-Oakdale School District, as well as several private and charter school options. Woodbury also provides access to top-tier healthcare facilities, including Fairview's Woodwinds Hospital, HealthPartners, Summit Orthopedics, and Allina, ensuring residents receive quality medical care close to home.

Beyond infrastructure, the City fosters a sense of belonging through numerous community events, volunteer opportunities, and active neighborhood associations. This welcoming atmosphere makes Woodbury a place where people feel connected and supported.





Welcome to Woodbury, Minnesota!

Since 2001 Certificate for Excellence in Financial Reporting Government Finance Officers Association	Since 2009 AAA Bond Rating Standard and Poor's	Since 2013 Green Step City: Steps 4 and 5 League of MN Cities	2026-2027 Best Place to Live in the U.S. U.S. News and World Report No. 4 in Minnesota No. 112 Nationally	2025 50 Best Suburbs to Live for Families Money Magazine No. 26	2025 Distinguished Budget Presentation Award Government Finance Officers Association	2024 Best Places to Live for Families Fortune Magazine No. 1 in Minnesota No. 12 in U.S.	2024 Sustainable City Award League of MN Cities
--	--	---	---	--	--	--	---

Work: A Thriving Business Hub with Career Opportunities

Woodbury's economy is diverse, resilient, and continually expanding, offering exceptional career opportunities across healthcare, advanced manufacturing, technology, finance, retail, and professional services. The City's strong commercial base includes major employers such as 3M, Amazon, Harvey Vogel Manufacturing, Kindeva Drug Delivery, Pioneer Power, Prairie Farms, Purpose Brands, and Target.com, along with more than 300 healthcare businesses that make Woodbury a regional employment destination. Its business-friendly environment, strategic planning, and ongoing commercial investment continue to attract new employers while supporting the success of existing businesses.

Strategically located at the intersection of Interstate 94 and Interstate 494/694, Woodbury provides convenient access to the Twin Cities while offering many residents the opportunity to work close to home. Continued commercial and industrial development, including significant growth in the City's Northeast Area, has strengthened Woodbury's economy and reinforced its long-term financial stability, making it an exceptional place for professionals to build rewarding careers and for businesses to thrive.



Thrive: A Balanced Lifestyle with Recreation, Culture, and Innovation

Woodbury is designed for people to thrive - offering a balance between work, leisure, and personal growth. The City features over 3,600 acres of parks and open space and over 180 miles of trails, encouraging an active lifestyle with biking, hiking, and year-round outdoor activities. Popular destinations like Carver Lake Park and Tamarack Nature Preserve provide beautiful green spaces for relaxation and recreation.

Community facilities include the Tamarack Nature Preserve, Carver Lake Park, Ojibway Park, Eagle Valley Golf Course, M Health Fairview Sports Center, Central Park (an indoor park which features a play structure, meeting rooms, amphitheater, and is connected to the Washington County Library), YMCA, and a senior housing facility.

Woodbury also boasts a vibrant retail and dining scene, with shopping centers like Woodbury Lakes offering everything from national retailers to local boutiques and restaurants.

Cultural and community events, including Woodbury Days, the Fourth of July celebration, farmers' markets, art fairs, and seasonal festivals, enrich the City's social life. Woodbury's commitment to sustainability, innovation, and civic engagement ensures that it continues to grow in ways that benefit residents now and in the future.

The City of Woodbury operates under a Council-Administrator form of government, combining elected leadership with professional management to deliver exceptional municipal services. The City Council, consisting of the Mayor and four at-large Council Members serving staggered four-year terms, establishes policy, adopts the annual budget, and provides strategic direction for the organization. The City Administrator oversees day-to-day operations and ensures the effective implementation of Council priorities.

Since its incorporation in 1967, Woodbury has been served by only four City Administrators - a testament to the City's organizational stability, thoughtful leadership, and long-term commitment to excellence in public service. This culture of stability extends throughout the organization, where collaboration, professionalism, and consensus-building are valued as essential components of successful local government.

When fully staffed, the City employs approximately 335 full-time and regular part-time employees, along with an additional 150 to 200 seasonal employees, all working together to provide high-quality services to one of Minnesota's premier communities.

The City is organized into seven departments that work collaboratively to support residents, businesses, and visitors:

- Administration & Finance (includes Human Resources)
- Community Development
- Engineering
- Information & Communications Technology
- Parks & Recreation
- Public Safety
- Public Works

Mission

A premier community in which to live, work, and thrive.

Vision

Woodbury will continue to be a premier community where everyone has the opportunity to thrive.

Through professionalism, responsive service, and leadership, we will strengthen our tradition of public trust and effective resource management.

Values

Exceeding Expectations:
Professional - Responsive - Leaders



The Finance Division serves as the City's central resource for financial stewardship, providing the leadership, analysis, and operational support necessary to maintain Woodbury's strong financial position while supporting exceptional public services. As part of the Administration and Finance Department, the division partners with City leadership and departments throughout the organization to ensure financial resources are managed responsibly, transparently, and in alignment with the City's strategic priorities.

The department oversees the City's financial reporting and accounting functions and provides a broad range of financial services, including budget development and administration, financial reporting, payroll, accounts payable and receivable, investment and cash management, utility billing, special assessment administration, insurance program oversight, and preparation of the City's Annual Comprehensive Financial Report. The division also leads the annual budget process and coordinates the City's five-year Capital Improvement Plan, helping ensure resources are allocated strategically to support both current operations and future community needs.

Woodbury has earned a longstanding reputation for financial excellence, having received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for 23 consecutive years. This recognition reflects the City's commitment to sound fiscal management, transparency, accountability, and high-quality financial reporting.

Financial Snapshot	2026
Total Adopted Budget	\$153.9 Million
Five-Year Capital Improvement Plan	\$378.3 Million
General Fund Budget	\$62.1 Million
Property Tax Levy	\$57.5 Million
Taxable Market Value	\$15.17 Billion
Median Home Value	\$451,500
Bond Rating	AAA
Budget Recognition	GFOA Distinguished Budget Presentation Award



Budget	2026
General Funds	\$62.1 Million
Special Revenue Funds	\$10.6 Million
Capital Projects	\$40.9 Million
Enterprise Funds	\$31.9 Million
Internal Service Funds	\$2.9 Million
Debt Service Funds	\$5.5 Million
Total Budget	\$153.9 Million

Core Duties of the Position

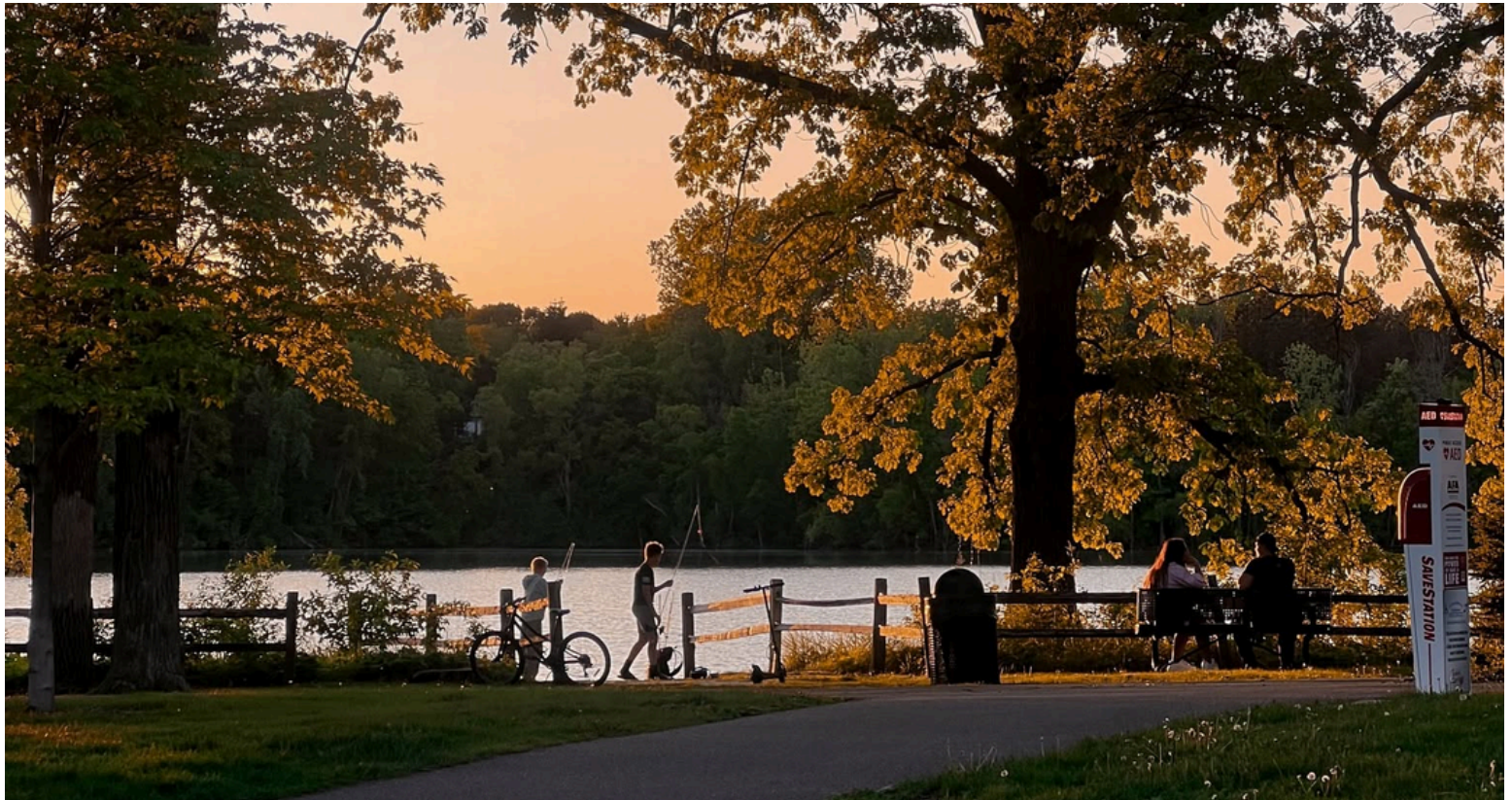
- Lead the development, administration, and continuous improvement of the City's annual operating budget, Capital Improvement Plan (CIP), and long-range financial forecasting processes.
- Coordinate the preparation of the annual budget and CIP documents, ensuring accuracy, consistency, and compliance while collaborating with departments across the organization.
- Develop financial analyses, revenue projections, expenditure forecasts, staffing cost estimates, rate studies, and other analytical tools to support strategic planning and informed decision-making.
- Manage the City's ten-year financial forecasting process by evaluating economic trends, revenue and expenditure assumptions, fund balances, liquidity, and potential fiscal risks while preparing clear financial narratives and presentations for stakeholders.
- Provide advanced financial analysis, technical guidance, and business consulting to City leadership, departments, and elected officials on budgeting, financial planning, accounting, and operational initiatives.
- Serve as the primary backup to the Chief Financial Officer/Controller and assist with the administration of the City's accounting functions, financial policies, and internal controls.
- Prepare statutory reports and specialized financial analyses, including arbitrage calculations, state reporting, tax levy documentation, and other regulatory and compliance requirements.
- Review Council agenda materials, resolutions, and other items with financial implications to ensure fiscal accuracy and sound financial planning.
- Supervise the Budget Coordinator/Accountant II, fostering professional development, collaboration, and high-quality customer service while promoting the City's values of professionalism, responsiveness, leadership, diversity, equity, and inclusion.
- Attend City Council and other public meetings as needed, prepare financial presentations, and perform additional duties in support of the City's financial operations and strategic objectives.
- Oversee the integrity and administration of the City's budgeting, capital planning, and financial management systems, including ERP, budget, and capital improvement planning software, ensuring accurate financial data and reporting.
- Prepare and present financial information, budget recommendations, and analytical reports to City leadership, the City Council, and the public to support transparent decision-making and effective communication of financial priorities.
- Develop and administer budgets and perform financial and rate analyses for the City's enterprise and special revenue funds to support the long-term sustainability of municipal services.
- Assist in the development, implementation, and continuous improvement of financial policies, procedures, and best practices that strengthen organizational effectiveness and fiscal accountability.



Desired Attributes

The ideal candidate is a collaborative and forward-thinking municipal finance professional who is excited to build upon a strong foundation and help shape the City's financial future.

- Experience in municipal government finance with a strong understanding of budgeting, capital improvement planning, and governmental fund accounting.
- Proven success developing and managing operating and capital budgets in a complex public sector environment.
- Technically proficient, analytical, and eager to leverage modern ERP and financial management systems to improve efficiency.
- A relationship-builder who enjoys partnering with department leaders, fostering collaboration, and providing exceptional customer service across the organization.
- Confident communicator who is comfortable facilitating discussions, occasionally presenting to City Council, and navigating difficult conversations with diplomacy and professionalism.
- Highly organized, proactive, and strategic, with the ability to anticipate deadlines, manage competing priorities, and think several steps ahead.
- A collaborative leader who coaches, supports, and influences others while maintaining accountability and high performance.
- Motivated to engage with departments throughout the organization, build strong partnerships, and understand operational needs beyond the Finance Division.
- Adaptable, positive, and committed to continuous improvement, transparency, and organizational excellence.



Key Projects & Priorities

This is an outstanding opportunity to help lead one of the state's largest and most respected municipal budgeting programs while continuing to build on a strong financial foundation.

- Lead the continued development and implementation of a comprehensive 10-year financial forecasting model.
- Maintain and enhance the City's award-winning budget documents while continuing to meet GFOA Distinguished Budget Presentation Award standards.
- Streamline budget development processes, including personnel budgeting and online budget document management.
- Leverage the City's recently implemented Tyler Technologies ERP system to modernize workflows and reduce manual processes.
- Partner in the financial planning and successful completion of the City's largest infrastructure investment: the new Water Treatment Plant.
- Play a key financial leadership role in developing and implementing the City's first organization-wide Strategic Plan.
- Continue advancing budget transparency, innovation, and operational excellence across the organization.
- Build strong partnerships with department directors to support long-range financial planning, capital investment decisions, and organizational priorities.
- Champion process improvements that promote efficiency while supporting a healthy work-life balance for employees.
- Help position the City as a premier municipal organization by continuing its tradition of financial excellence and pursuing new opportunities for organizational recognition.





Organization: City of Woodbury, Minnesota

Position: Assistant CFO/Budget Manager

Anticipated Hiring Range: \$115,162 to \$149,710 (2027 Proposed Salary Range: \$133,936 to \$174,120)

Benefits: Comprehensive including employer provision and participation to group medical, dental and life insurance, employee assistance services, short-term and long-term disability insurance, as well as multiple voluntary benefits. For more information, visit <https://www.woodburymn.gov/1038/Employee-Benefits>

Application Deadline: August 31, 2026

Job Summary: The primary objective of this position is to perform advanced fiscal analysis in support of the preparation and administration of the operating budgets, Capital Improvement Plan, and 10-year financial projections. This position will also provide professional and highly technical accounting work, assist in maintaining the accounting functions of the City by ensuring the accuracy of accounting procedures and providing assistance to the Deputy City Administrator and Chief Financial Officer/Controller.

Minimum Qualifications:

- Bachelor's degree in Accounting
- Five (5) years of progressively responsible experience in a municipal or county accounting position
- Three (3) years of progressively responsible experience in municipal or county budgeting and financial planning
- Three (3) years of supervisory experience in a municipal or county management and finance position

Desired Qualifications:

- CPA certificate holder, CPA licensed, or Certified Public Finance Officer (CPFO) through GFOA

Apply: Visit <https://daviddrown.hiringplatform.com/414451-woodbury-assistant-cfo-budget-manager/1566778-application-form/en> and complete the application process by August 31, 2026.

Please direct any questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.