

More than You Imagine

City of Granite Falls, MN



Finance Director

Salary: \$76,440 to \$99,403



Welcome to *Granite Falls, Minnesota*



Nestled along the banks of the Minnesota River is the quaint town of Granite Falls. Granite Falls is the Yellow Medicine County seat and is located in both Yellow Medicine and Chippewa Counties. The City sits at the intersection of Highway 212 which connects Minneapolis with South Dakota and Highway 23 which connects Duluth and Sioux Falls, South Dakota. Granite Falls is a 2-hour drive due west of Minneapolis.

Granite Falls citizens enjoy a lifestyle that includes a commute to work that takes ten minutes or less, where youngsters can walk to school, and where neighbors know each other. The community is three miles long and one mile wide. A historic and vibrant downtown is situated in the center of the City along the beautiful Minnesota River. When visiting downtown, you can walk across the suspension pedestrian bridge to Rice Park on the east side of the river. When you look up stream, the scenic Granite Falls Dam is about 100 yards north.

In community parks such as Memorial, Lende Plaza, and Sorlien, visitors and residents alike experience the peaceful lifestyle of this prairie river community.



EDUCATIONAL OPPORTUNITIES

Education is also an important staple of the Granite Falls community and is apparent in the quality of education provided at the Yellow Medicine East Schools and the Minnesota West Technical College. Yellow Medicine East Schools are comprised of an elementary school and a middle school/high school. With an enrollment of over 400 students, Yellow Medicine East offers outstanding academics and unique school activities such as Robotics Club, Lego League, and Science Club to go along with football, volleyball, baseball, and basketball.

The Minnesota West Technical College campus offers technical education for today's modern economy. Providing associate's degrees in Business Administration, Computer and Networking Technology, Medical Laboratory Technician, and more, graduates are prepared to make a difference in both the community of Granite Falls and throughout the world.



HEALTHCARE

As a Level IV trauma and Comprehensive Advanced Life Support (CALS) designated hospital, Avera Granite Falls Health Center offers superior local inpatient, outpatient, emergency care, ambulance and specialty services such as surgery, radiology, mammography, obstetrics, home health, skilled nursing care, independent senior living, and hospice care to people in the surrounding community.



RECREATION & EVENTS

Located in the Minnesota River Valley, Granite Falls has a wide range of recreational opportunities. Whether you are looking to kayak down the Minnesota River or simply enjoy nature in one of the City parks, Granite Falls has everything you are looking for.

Granite Falls is home to a number of unique parks – Memorial Park, Sorlien Park, Rice Park, and Highland Park. These spaces provide opportunities for camping, picnicking, disc golfing, skateboarding, and playing basketball or baseball.

Downtown Granite Falls is home to a Maker's Street with a variety of artisans, shops and restaurants that create a vibrant community along the Minnesota River.

The City-owned Kilowatt Community Center (KCC) is a 36,578 sq. ft. multi-purpose activity center that includes an indoor pool, multi-purpose room, fitness room, indoor track, and numerous meeting rooms.

Fagen Fighters WWII Museum is home to a pristine collection of fully operational, active aircraft and vehicles from World War II. Also featured are fine art, bronze sculptures, interactive multimedia displays, and an ever-growing library. The Museum is located at the municipally-owned Lenzen-Roe Memorial Field Airport.

Take a walk across the Historic Walking Bridge that spans the Minnesota River in downtown Granite Falls, then top off your visit with a salty snack at the Granite Falls Kiwanis Popcorn Stand which was just rebuilt and is ready for summer!

A number of community events are also hosted throughout the year including the Downtown Makers Market, the Flannel Pub Crawl, the Ray Fagen Memorial Air Show, the Western Fest Stampede Rodeo, SquidFest and Ribfest, the Meander Art Crawl, the Winter Solstice Celebration, and many more.



THE ORGANIZATION

The City of Granite Falls utilizes a Council-Manager form of government. The City Council consists of the Mayor, two Councilmembers from the first ward, one Councilmember from the second ward, and three Councilmembers who serve at large.

Appointed by the City Council, the City Manager serves as the Chief Administrative Officer in the City of Granite Falls. The Manager is responsible for day-to-day oversight of city operations, providing direction for all city departments regarding the policies and goals established by the City Council, handling citizen inquiries, and acting as liaison to the Mayor and City Council.

City of Granite Falls Finance Department

The Finance Department is responsible for providing a variety of services to support the financial well-being of the City of Granite Falls through collaboration with the City Council and City departments.

Responsibilities include:

- Planning the City's operating and capital budgets
- Accounts payable and receivable
- Cash management
- Financial reporting
- Audit compliance and preparation
- Coordination with the EDA to provide financial assistance
- Overseeing the City's municipal electric financials





BUDGET SUMMARY

	2023	2024
Mayor & Council	54,650	60,900
City Manager	121,150	146,300
City Clerk	41,150	44,050
Elections	11,000	8,200
Finance	88,100	95,500
Auditing	7,000	7,200
Assessing	45,000	45,000
Legal	120,000	105,000
Planning	53,675	62,250
Police Department	837,600	884,950
Street Maintenance	446,850	514,000
City Garage	91,750	101,300
Public Works Administration	19,200	24,000
Forestry	12,000	12,000
Playgrounds & Playfields	70,375	73,775
Skating Rinks	2,775	4,125
Museum	2,750	3,200
Senior Citizen's Center	19,350	19,850
Parks & Cemetery	57,200	73,650
Library	113,287	116,213
Community Development	30,000	30,000
Transit	15,000	15,000
Transit Administration	-	-
Airport	27,300	37,650
Unallocated	366,800	370,250
Capital Improvements	400,000	535,000
Total General Fund	\$3,348,582	\$ 3,755,433



CORE DUTIES OF THE POSITION

- Develops financial plans, controls, and systems.
- Establishes short-term and long-range finance goals and objectives.
- Develops and evaluates accounting and cash management systems.
- Establishes and maintains internal controls over cash receipts and disbursements.
- Develops and provides accounting guidelines, 20-year capital improvement plan and information for budget preparation, compiles departmental budgets, and recommends the overall budget for approval and develops recommended tax levy.
- Monitors and controls overall revenues and expenses and authorizes expenditures.
- Conducts internal audits of city business records and arranges annual independent audit.
- Provides financial recording and reporting services.
- Identifies and obtains funding sources for public improvements, building projects, and projects as directed.
- Oversees and coordinates special assessment procedures.
- Performs investment and cash management activities.
- Provides risk management recommendations serving as liaison with City insurance agent.
- Performs duties of City Treasurer as specified by City ordinance and/or state law.
- Oversees all Tax Increment Financing (TIF) reporting for economic development plans.
- Coordinates the issuance of debt. Ensures that purpose and use are compliant with state statute. Maintains and ensures the accuracy of debt service schedules as well as timely payment of said debt.
- Oversees the maintenance and processing of the City's payroll process including payroll deductions, payroll records, and reports; resolves complex payroll issues.
- Prepares and submits financial related reports with appropriate County, State, and Federal agencies.
- Oversees the collection of unpaid municipal utility charges and ensures that all collection procedures comply with Council approved policies as well as state and federal laws.
- Completes special projects as assigned by the City Manager.
- Represents the City at public events and serves as liaison to other agencies as directed.
- Participates in meetings and negotiations for development projects, contracts, and major purchases.
- Works through department heads to provide all building and equipment maintenance needs and building and equipment improvements for the City.
- Works through the Liquor Operations Manager to ensure liquor stores operate within all legal and City requirements and stores are profitable. Provides guidance to the Liquor Operations Manager on financial issues related to operations. Develops and maintains proper internal controls of liquor operations.
- Resolves complex problems and/or complaints from the public and others.
- Delivers formal and informal presentations regarding the City as requested.
- Recommends, clarifies, or advocates proposed ordinances, charter provisions, policies, regulations, capital improvement programs, etc. for Council approval.
- Prepares, coordinates, and/or presents special reports for the City Council.
- Delegates work assignments, prepares work schedules, and manages employee workloads.
- Evaluates employee performance on an informal basis, creates job performance improvement plans as appropriate, and administers disciplinary action as appropriate.
- During the absence or disability of the City Manager, the position serves in the capacity of Acting City Manager. The Finance Director position is a management role and will participate in other management related duties when necessary.



DESIRED ATTRIBUTES

FINANCE

- Experience and knowledge of managing accounts payable and receivable, municipal utilities, grants, payroll, and a capital improvement plan (CIP).
- An intelligent and strategic Director to align spending with the Council's goals and objectives.
- A leader who is aware of changes in the financial market and proactive in alerting the Council and staff to these changes.
- A Director who is attentive to detail and committed to accurate reporting.
- Preferred knowledge and experience working in municipal finance and working with a utility. An accounting background would be beneficial.

MANAGER

- A positive and open-minded manager who will serve as a resource to others.
- A leader with empathy and conflict resolution skills to calm people and explain reasons for decision making.
- Strong organizational and positional awareness to suggest improvements and assess workloads.
- A manager who is flexible and easily adapts to change.
- A manager who will assist and further develop staff while holding them accountable.
- A commitment to train staff and provide a high level of customer service.
- A manager willing to listen to both sides and make sound and fair decisions.
- A manager with knowledge, experience, and a comfort utilizing a wide range of technologies.

TEAM PLAYER

- A strong team player who values cross training and can perform the functions of the positions supervised.
- A team member who is willing to back up the City Manager and serve as a leader in her absence.
- Somebody who is receptive to each departments' needs and committed to proposing a fair budget.
- A staff member who will follow Council's direction in the midst of public criticism.

INDIVIDUAL

- An individual with strong communication skills including the ability to listen and work well with others.
- A reliable and honest individual who will bring high integrity to the Finance Director position.
- An individual committed to personal development and growing with the organization.
- A Director who can research and analyze data to provide the Council with sound recommendations.
- A conservative spending Director whose primary goal is to do what's best for the community and who understands how city decisions impact taxpaying residents.
- Preferred knowledge and experience using Caselle Clarity software and an on-going commitment to maintain this software for the City is preferred.



City: Granite Falls, Minnesota

Position: Finance Director

Salary: \$76,440 to \$99,403

Application Deadline: May 22, 2024



Job Summary: This position supervises utility billing, payroll operations, accounts payable, and accounts receivable, directs and prepares all accounting transactions, maintenance, investing of all city funds, and all required financial reports for the City and its various enterprises.

Minimum Qualifications: Bachelor's degree in a related field and at least five years of experience in governmental accounting. A CPA is preferred.

Apply: Visit <https://daviddrown.hiringplatform.com/212259-granite-falls-finance-director/884021-application-form/en> and complete the application process by May 22, 2024. Finalists will be selected on June 17, 2024, and final interviews will be held on July 9, 2024.

Please direct any questions to Pat Melvin at pat@daviddrown.com or 612-920-3320 x116.