

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.



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 is comprised of an elementary school and a middle school/high school. Recently, voters overwhelmingly supported a \$74.4 million bond referendum, paving the way for a new high school/middle school and elementary building, modernized facilities, a new auditorium, and a dedicated Careers and Technology Education Center - transforming the district's aging 1930s–1950s infrastructure into spaces built for the future.

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. Plans for a new hospital with a goal to be built in 2027 are underway.



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.

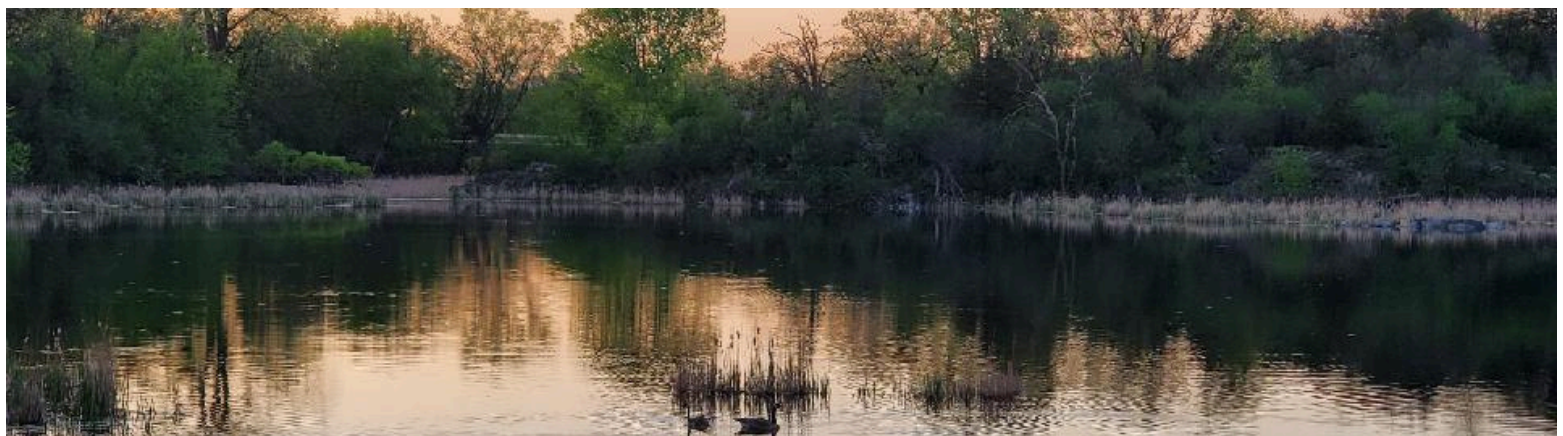
Appointed by the City Council, the City Manager serves as the Chief Administrative Officer in the City of Granite Falls. The Manager is responsible for day-to-day oversight of city operations, providing direction for all city departments regarding the policies and goals established by the City Council,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

| | 2024 | 2025 |
|-----------------------------|--------------------|--------------------|
| Mayor & Council | 60,900 | 69,700 |
| City Manager | 146,300 | 157,250 |
| City Clerk | 44,050 | 46,350 |
| Elections | 8,200 | 8,200 |
| Finance | 95,500 | 101,100 |
| Auditing | 7,200 | 7,500 |
| Assessing | 45,000 | 45,000 |
| Legal | 105,000 | 110,000 |
| Planning | 62,250 | 67,300 |
| Police Department | 884,950 | 917,550 |
| Police Administration | 120,000 | 126,900 |
| Fire Department | 159,350 | 164,350 |
| Building Inspector | 85,000 | 85,000 |
| Civil Defense | 250 | 5,000 |
| Animal Control | 1,450 | 1,600 |
| Flood Control | 20 | 8,825 |
| Street Maintenance | 514,000 | 598,600 |
| City Garage | 101,300 | 105,700 |
| Public Works Administration | 24,000 | 25,700 |
| Forestry | 12,000 | 12,000 |
| Playgrounds & Playfields | 73,775 | 79,075 |
| Skating Rinks | 4,125 | - |
| Museum | 3,200 | 3,200 |
| Senior Citizen's Center | 19,850 | 21,400 |
| Parks & Cemetery | 73,650 | 83,500 |
| Library | 116,213 | 117,913 |
| Community Development | 30,000 | 30,000 |
| Transit | 15,000 | 15,000 |
| Airport | 37,650 | 37,350 |
| Unallocated | 370,250 | 602,050 |
| Capital Improvements | 535,000 | 541,350 |
| Total General Fund | \$3,755,433 | \$4,194,463 |



- Develops financial plans, systems, and controls; establishes short- and long-term goals; ensures effective accounting, cash management, and investment practices.
- Prepares the annual budget, compiles departmental requests, develops the tax levy, and manages the 20-year capital improvement plan; monitors revenues and expenses, authorizes expenditures, and provides regular financial reporting.
- Oversees payroll processing, utility collections, and cash receipting; ensures compliance with internal controls, policies, and state and federal regulations.
- Coordinates annual audits, conducts internal reviews, and ensures accuracy and compliance in financial records, debt service schedules, and TIF reporting.
- Identifies and secures funding sources for public improvements and development projects; coordinates debt issuance and major purchases; participates in development-related negotiations.
- Provides risk management oversight, serving as liaison with the City's insurance agent, and recommends policy or coverage changes.
- Supervises staff by delegating work, setting schedules, evaluating performance, and addressing performance or disciplinary issues as needed.
- Provides financial oversight and guidance for City liquor operations; ensures profitability, compliance with laws, and proper internal controls.
- Coordinates building and equipment maintenance and improvements through department heads.
- Prepares and presents special reports, policy recommendations, and budget-related items to the City Council; represents the City at public meetings and events.
- Serves as City Treasurer per ordinance and state law; acts as City Manager during absences; performs other management or special assignments as directed.



DESIRED ATTRIBUTES

Financial Expertise

- Experience in accounts payable/receivable, payroll, municipal utilities, grants, and capital improvement planning (CIP).
- Strategic leadership that aligns spending with Council goals and community priorities.
- Proactive awareness of financial trends with the ability to advise Council and staff.
- Strong attention to detail and accuracy in reporting.
- Background in municipal finance and utility operations preferred; accounting expertise beneficial.

Leadership & Management

- Positive, approachable leader who serves as a resource to staff.
- Empathetic communicator with conflict resolution skills, able to explain decisions and maintain trust.
- Organized manager who evaluates workloads, identifies improvements, and ensures efficiency.
- Flexible and adaptable to change while maintaining stability.
- Invested in staff development - providing training, accountability, and growth opportunities.
- Dedicated to excellent customer service across the organization.
- Fair decision-maker who considers all perspectives.
- Skilled in leveraging technology to enhance operations.

Collaboration & Council Support

- Collaborative leader who values cross-training and understands staff functions.
- Trusted partner to the City Manager, able to serve as Acting City Manager when needed.
- Receptive to department needs while maintaining fairness in budgets.
- Committed to upholding Council direction in the face of public criticism.

Personal Qualities & Integrity

- Strong communicator and active listener who builds positive relationships.
- Honest, dependable, and guided by integrity.
- Committed to continuous learning and professional growth.
- Analytical thinker who researches data to provide sound recommendations.
- Fiscal steward focused on conservative, community-centered spending with awareness of taxpayer impacts.
- Experience with Caselle Clarity software preferred; commitment to maintaining effective financial systems required.



City: Granite Falls, Minnesota

Position: Finance Director

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

Benefits: Health, HSA, Life Insurance, paid holidays, vacation, leave, and more

Application Deadline: Applications reviewed starting October 8, 2025; open until filled

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/345863-granite-falls-finance-director/1326835-application-form/en> to complete the application. This position is open until filled, with a first review of applications taking place on or around October 8, 2025.

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