

# STEELE COUNTY

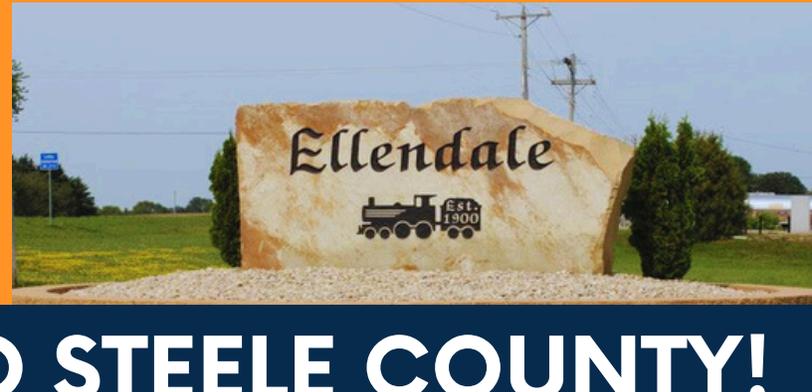
*Minnesota*



## FINANCE DIRECTOR

**2025 SALARY: \$122,532 TO \$156,124**

**2026 SALARY: \$127,441 TO \$162,385**



# WELCOME TO STEELE COUNTY!

Steele County, Minnesota, was officially organized on February 20, 1855, and originally included in what is now known as Waseca County. Re-organization in 1856 established the boundaries that are recognized today. The County is named in honor of Franklin Steele, a prominent entrepreneur credited with founding Minneapolis, Minnesota. Steele County covers 432 square miles and is 24 miles long and 18 miles wide.

The County is located 45 miles south of the Twin Cities metropolitan area on the Interstate 35 corridor, and Highway 14 provides access to Rochester which is 40 miles to the east and Mankato which is 45 miles to the west.

Steele County's thirteen townships and four incorporated cities are set among southern Minnesota's fertile farm and prairie land. Incorporated cities include the county seat of Owatonna (pop. 27,544) along with Blooming Prairie (pop. 2,003), Medford (pop. 1,383), and Ellendale (pop. 692). Steele County is a vibrant mix of cities and rich agricultural land with a strong economic base and excellent amenities.

Steele County has one of the highest concentrations of manufacturing jobs in Minnesota. The County also out paces the nation in finance/insurance jobs. The strong and diverse economy continues to grow and thrive throughout the County. In addition, a robust agricultural economy has prospered for many years and provides quality jobs on and off the farm. Prominent employers within the County include Federated Mutual Insurance Company, Bosch, Viracon, Wenger, Cybex, Daikin Applied, and Jostens. Other innovative employers include KAMP Automation and RISE Modular.

Steele County offers unique shopping areas including Bass Pro Shops, the Medford Outlet stores, big box retailers, and quaint shops throughout the communities of the County.

Housing is available in all price ranges and in many different architectural options including our recently expanded rental opportunities. Diverse options exist in all County communities and for those who wish to live in the rural area, there are many options for that as well.

# EDUCATIONAL OPPORTUNITIES

A number of public school districts serve the students of Steele County. Blooming Prairie Public Schools serves over 750 students and is comprised of an elementary school, an intermediate school, and a high school.

Medford Public School is a one building facility which opened in 2003 and houses both Medford Elementary and Medford High School. The District serves nearly 900 students.

New Richland-Hartland-Ellendale-Geneva (NRHEG) Public Schools is a consolidated school district with an elementary school in Ellendale. This District also serves nearly 900 students.

Owatonna Public Schools serves over 5,000 students throughout its facilities. It is comprised of four elementary schools, one middle school, and one high school. In November of 2019, the community voted to build a new high school and to repurpose the current high school campus for school district and/or community needs. A new state of the art high school opened in the fall of 2023 which includes technical opportunities for students such as welding, construction, and auto mechanics.

There are also a number of private schools and charter school options available in Steele County. Choice Technical Academy is a free public charter school that serves over 40 students in grades 7-12.

Affiliated with Grace Baptist Church, Owatonna Christian School serves approximately 95 students in grades PreK-12.

St. Mary's School is a PreK-8th grade Catholic school serving approximately 380 students.

For those seeking higher education opportunities, Riverland Community College, with campuses in Austin, Albert Lea, and Owatonna, offers many liberal arts and sciences programs as well as career and technical pathway programs.





# HEALTHCARE

As part of Allina Health, Owatonna Hospital is a non-profit regional medical center committed to providing quality, comprehensive care to patients in and around Steele County. Each year, the hospital provides a full range of inpatient, outpatient, and emergency care services, as well as home and palliative care and hospice.

Mayo Clinic Health System in Owatonna is part of an extensive network of community-based providers that collaborate with Mayo Clinic to deliver the highest quality care every day to people in communities throughout Iowa, Minnesota, and Wisconsin.

Mayo Clinic Health System in Blooming Prairie is also part of a network of health care providers collaborating with Mayo Clinic. Whether you are seeking routine or preventive care, there are options available including virtual or in-person appointments with mobile clinic care. Video appointments are offered with Mayo Clinic experts, close to home.

In 2025, Olmsted Medical Center opened in downtown Owatonna in a new commercial and residential development which includes clinical and ambulatory surgery services.

For other healthcare needs that cannot be accommodated locally, world renowned Mayo Clinic in Rochester, Minnesota, is only 40 miles east of the City of Owatonna.



# RECREATIONAL ACTIVITIES & EVENTS



Visitors and residents of Steele County enjoy year-round outdoor recreational opportunities in the many parks, rivers, lakes, woodlands, golf courses, and trails within the County. The Four Seasons Centre, operated by Steele County, is a multi-building complex featuring 50,000 square feet of floor space. With hospitality and meeting space available, the Centre is the ideal place to hold a trade show, convention, rally, or banquet. The Steele County Fair is the largest County Fair in Minnesota and provides great annual family entertainment.



Steele County has numerous streams, natural springs, brooks and lakes. The largest of the waterways is the Straight River, and the largest lake is Rice Lake. Nine mineral springs are located in Owatonna in an area known as Mineral Springs Park. These springs have been analyzed and show the qualities of celebrated springs of this country and of France.



The City of Owatonna maintains over 906 acres of parkland throughout 37 parks and has over 31 miles of paved and unpaved trails. These parks provide citizens and visitors of all ages with a variety of year-round outdoor activities. Known as "The City of Friendliness and Beautiful Parks," Owatonna has recreation and open space along its scenic waterways throughout the City.



The City of Medford has beautiful park areas with a variety of family recreational activities including a softball diamond, volleyball courts, tennis courts, basketball courts, and walking paths.



The City of Blooming Prairie provides many amenities and a bustling downtown featuring a wide variety of businesses to fulfill any commerce need. Five city parks provide an array of recreational opportunities for year round enjoyment for the community.

The City of Ellendale offers a variety of parks and other amenities that help fulfill recreation opportunities for citizens and local businesses are eager to provide goods and services in an out of the way setting.

Other recreational activities located across Steele County include the River Springs Water Park, a public library, a brewery and a wine bar, a bowling alley, movie theater, tennis center, the village of yesteryear, various fitness centers, shopping centers, four golf courses, mini golf, and 175 miles of groomed snowmobile trails that connect with five adjoining counties.

# THE ORGANIZATION & DEPARTMENT

Steele County employs 210 full-time and 75 part-time/intermittent/seasonal/on-call staff. The five member Steele County Board of Commissioners are elected to serve staggered four year terms.

The Finance Office is part of the administrative branch of County government and interacts with County departments, County residents, vendors, bond rating agencies, local government, state and federal agencies, school districts, and special districts. The County Finance Director also serves as the Steele County Treasurer. Both positions are appointed by the Board of Commissioners. The Treasurer/Finance Director also participates on various committees and boards, as directed by the Board.

The Finance Office is responsible for coordinating the preparation of the budget and analyzing, presenting, and monitoring the County's annual budget as well as maintaining and informing the County Board on the financial health of the County. The Office also prepares financial reports for the Rice Steele Dispatch Center ("Dispatch") and provides financial information to the County's independent Certified Public Accountants who prepare the annual financial statements for Steele County and Dispatch.

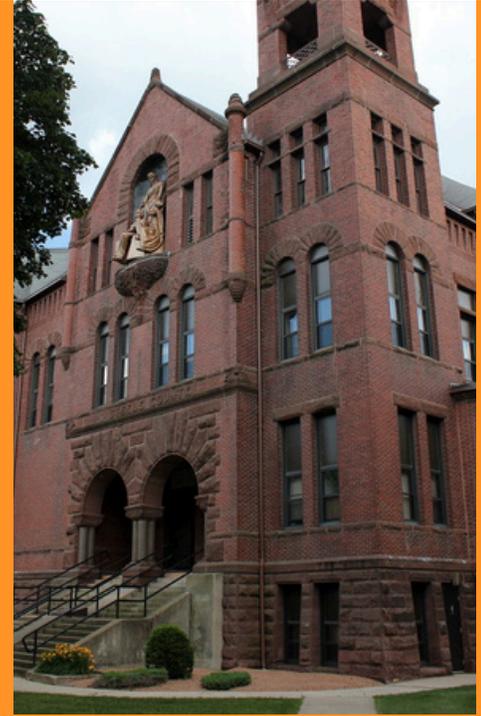
Departments throughout the County enjoy working with and interacting with the Finance Department. The Finance Department is approachable, fun, open, and creative. The Finance Director works closely with each department, who all play an integral role in the development of the overall County budget. The managing leaders have a positive team attitude.



# THE ORGANIZATION & DEPARTMENT

The County is financially sound with its strong reserves and up to ten-years of long-term planning documented in a Capital Improvement Plan. The Finance Department has implemented the use of OpenGov to integrate budgeting, financial management, and citizen service's needs.

The new Finance Director will walk into a department with a great team in place who produce regular financial statements, look to improve process efficiencies, and are proactive in the annual audit preparation process. The finance team is kind, smart, and respectful. The team enjoys the variety of their work, believes in what they do, enjoys working together as a team, and enjoys working for the public. The team is a well-oiled machine and feels empowered to do their job well; yet, they also have fun. The team prides themselves in being adaptable, and they have been cross-trained to help fill in for each other during absences.



## Mission Statement

Driven to deliver quality services in a respectful and fiscally responsible way.

## Core Values

**Teamwork** - We serve the public best with collaboration, coordination, and community partnerships.

**Positivity/Forward-Thinking** - We do our work with an open-minded and constructive approach.

**Respect** - We are eager to serve, friendly, helpful, and kind.

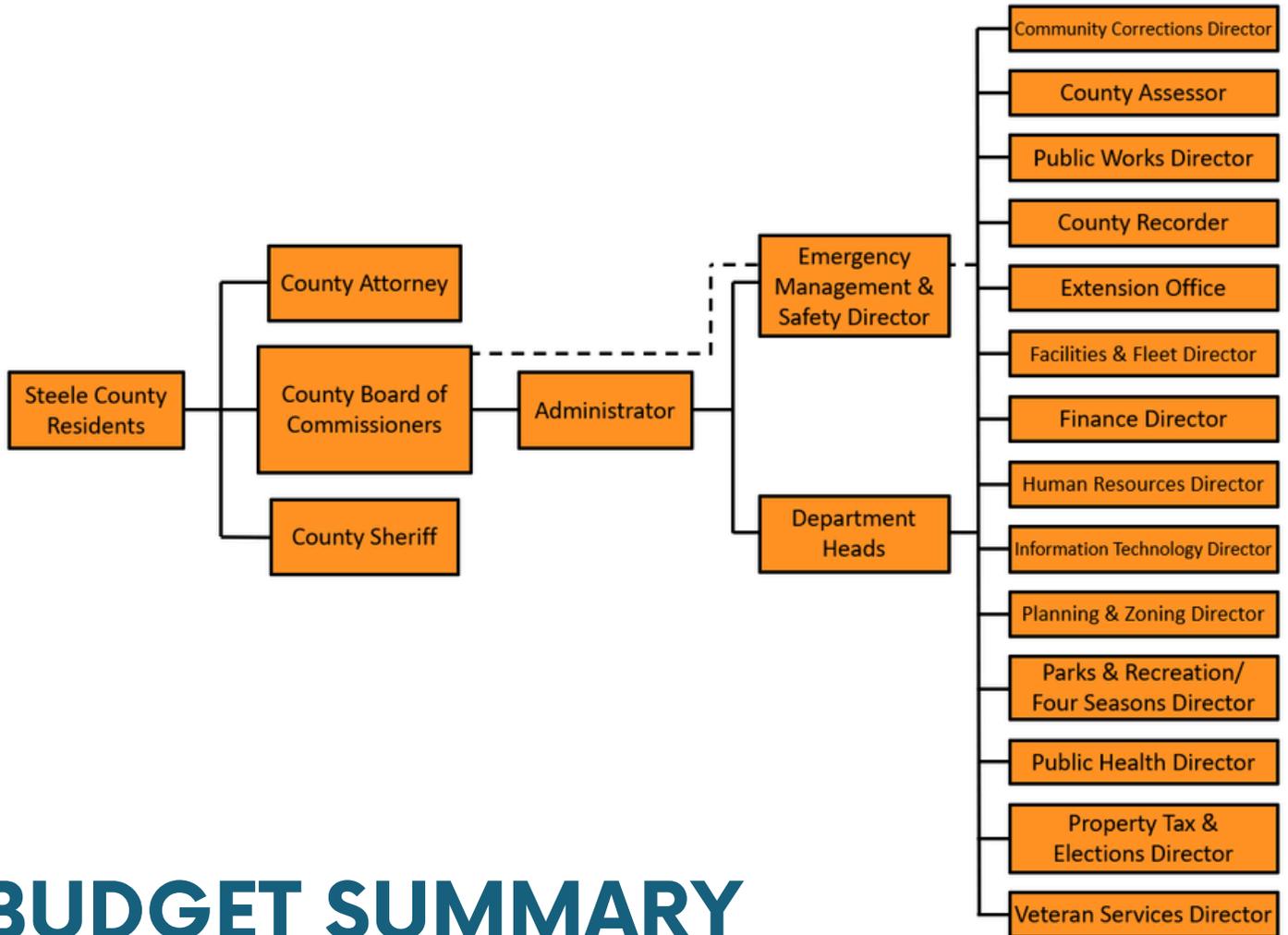
**Accountability** - We are fiscally and professionally transparent and reasonable.

**Integrity** - We are ethical, honest, and reliable.

## Vision Statement

First in Service. First in Stewardship.  
The County of choice...today and tomorrow.

# ORGANIZATIONAL STRUCTURE

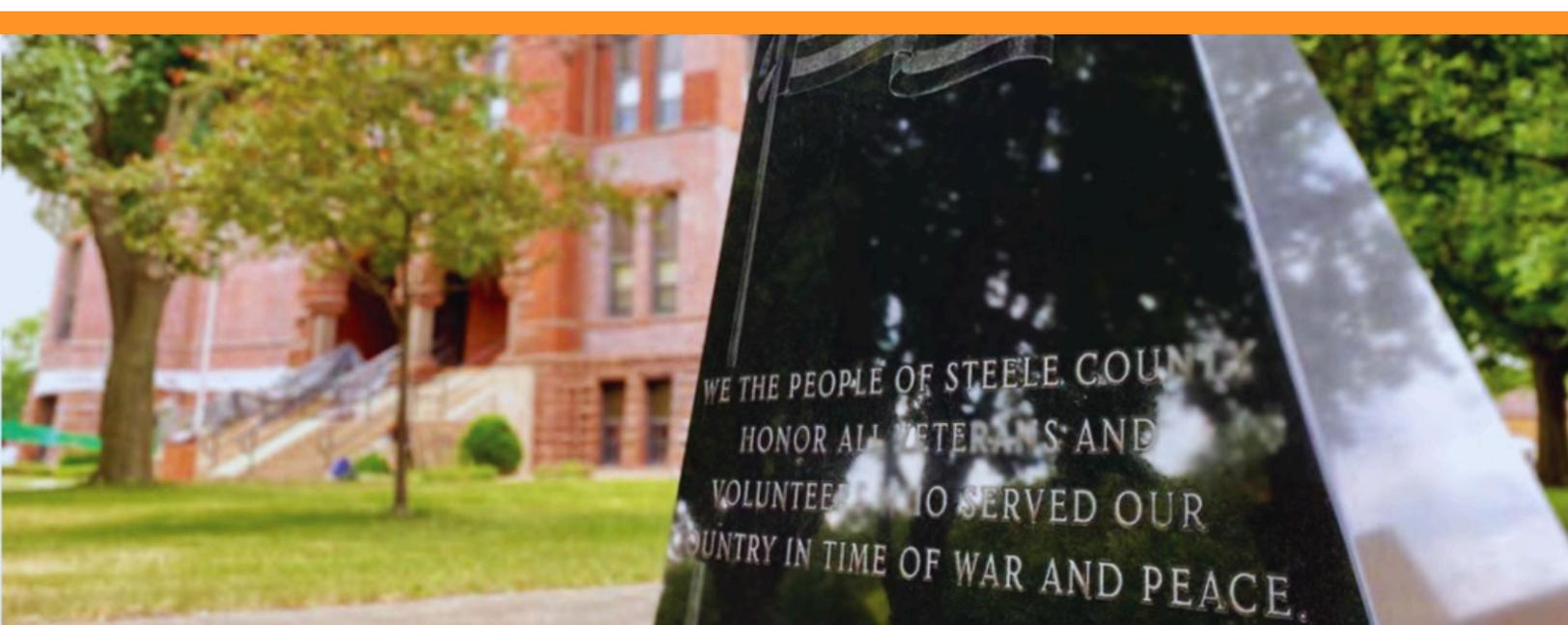


## BUDGET SUMMARY

Expenditures	2024 Budget	2025 Budget
General Government	10,754,156	11,141,734
Public Safety	13,043,901	12,973,289
Highway	17,344,408	22,478,576
Human Services	5,779,314	5,780,206
Health	3,651,640	4,343,630
Culture and Recreation	976,082	1,051,383
Conservation of Natural Resources	974,230	1,045,483
Sanitation	2,892,534	2,894,080
Debt Service	1,865,663	1,768,504
Capital Outlay	9,802,600	7,276,523
<b>Total Expenditures</b>	<b>\$67,084,528</b>	<b>\$70,753,408</b>

# CORE DUTIES OF THE POSITION

- Supervises and oversees the activities of department personnel assisting in the performance of department activities and functions.
  - Recruits, interviews, and hires new employees.
  - Delegates, assigns, and determines work requirements and activities for positions within the department.
  - Evaluates, monitors performance, and conducts performance reviews.
  - Handles employee personnel actions.
  - Provides training and/or opportunities for staff.
  - Directs, coordinates, and provides oversight to department accounting personnel located in various operational departments.
- Develops and recommends long-range fiscal programs and financial systems; reviews and develops information systems and programs in line with County policy and future needs. Provides consultation and expertise in developing funding alternatives on a wide variety of facility projects; Monitors, recommends, develops and implements changes in systems and procedures to assure compliance with governmental accounting principles and practices.
- Establishes County-wide uniform policies in financial procedures, fiscal reporting, accounting methods, payroll procedures and budget preparation.
- Plans, organizes and supervises all budget preparation activities. Works closely with County Administrator, Department Heads and County Board in directing, reviewing, and overseeing annual budget.
- Manages and oversees the County's investment portfolio.



# CORE DUTIES - CONT'D

- Monitors capital markets and serves as a County's primary contact with rating agencies, investment banking firms, and bond issuers. Works with the issuance of revenue bonds or debt borrowing. Oversees the issuance of debt and compliance with bond covenants.
- Supervises the administration of all payroll and accounts receivable for the County. Monitors and assures all employees receive accurate pay checks, proper deductions, withholding, and the preparation and filing of various payroll reports. Monitors and assures that all monies received for Steele County are coded and entered into the financial system and all payments are properly made to vendors.
- Accepts and records property tax payments.
- Oversees, coordinates and/or prepares county, state and federal financial reports, budgets and financial statements, or financial analysis for the Administrator, Board and departments detailing the County's overall financial condition and cost analysis of various County programs, services and operations. Prepares fiscal notes on all resolutions presented or placed before the County Board.
- Collaborates with, oversees, coordinates and/or assists outside auditors or agencies in the conduct of financial audits or reviews.
- Performs other duties of a comparable level or type, as required.
  - Keeps abreast of changing development, trends and technologies in areas of expertise and responsibilities.
  - Attends conferences, seminars, regional meetings and services on various professional organizations.



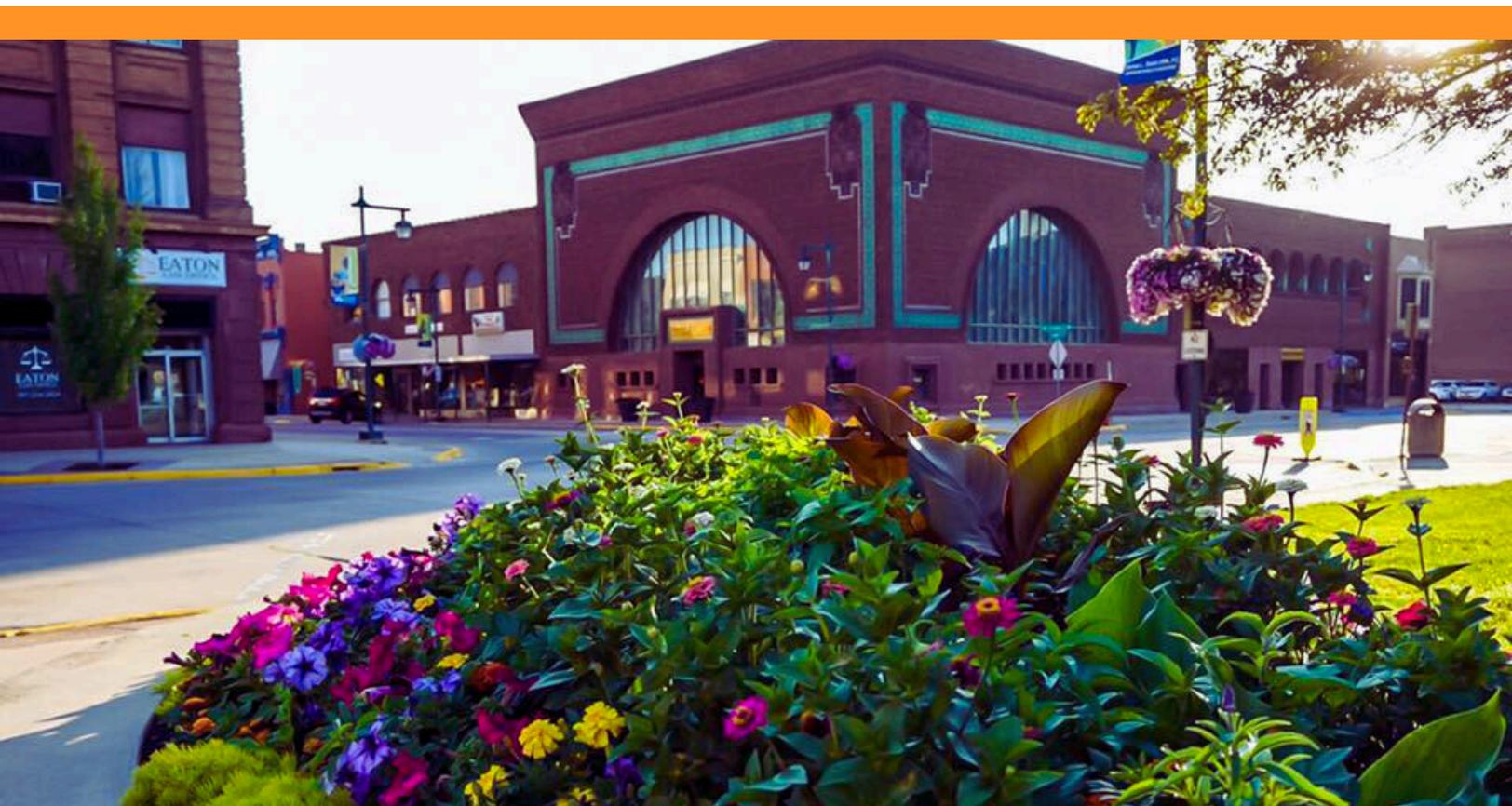
# DESIRED ATTRIBUTES

- Have a background in finance.
- Possess a real strength in people skills; excel working with and coaching up a team.
- Having a background in reporting to an elected body is preferred.
- Have extensive experience in government fund accounting, investments, payroll, and audit.
- Have a dual skillset in creative and critical thinking.
- Be patient and direct, yet tactful. Don't take things personally.
- Have simple data presentation skills and the ability to communicate numbers and complex concepts in a way all can understand.
- Be able to see past perceived roadblocks and continue to move initiatives and people forward.
- Be a communicator and collaborator which lends itself well to removing barriers across department lines.
- Be proactive, organized, and lend an outside perspective.
- Excel in finding common ground and breaking down silos.
- Demonstrate the three "C's": be collaborative, creative, and care!



# PROJECTS & GOALS

- Be proactive in getting to know each of the departments including going into departments and buildings (nine separate sites) on an ongoing basis to build and maintain relationships with the department heads. Take the time to understand what each department does and what drives their needs (and why).
- Gain a quick understanding of the Capital Improvement Plan (CIP), cash flow, and investments.
- Firm up the Capital Improvement Plan with a cash flow analysis and a finance plan. Be an active participant in the long-term financial planning for the construction of a law enforcement center and Sheriff's Department, re-purposing of the Annex building, and an Administration Building addition.
- Stay up to date on legislative changes and how it impacts the financial security of the County.
- Continue the Department's efforts to become paperless and improve finance policies and processes.
- Investigate the County's financial software and determine where efficiencies can be achieved.
- Empower staff and advocate for their love of learning and professional growth.





# POSITION ANNOUNCEMENT

**COUNTY:** Steele County, Minnesota

**POSITION:** Finance Director

**2025 SALARY:** \$122,532 to \$156,124; 2026 Salary \$127,441 to \$162,385

**BENEFITS:** Medical, Dental, Vision, STD & LTD, Life, HSA, VEBA, FSA, and more

**APPLICATION DEADLINE:** Application review begins December 1, 2025; position open until filled

**JOB SUMMARY:** Under the direction of the County Administrator, the Director of Finance is responsible for directing and overseeing the planning, implementation, and management of the County's financial accounting functions and duties.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in Accounting, Business Administration, Finance, or closely related field, and a minimum of seven (7) years of governmental or public sector accounting experience or significant non-public sector accounting experience. A Certified Public Accountant is preferred.

**APPLY:** Visit <https://daviddrown.hiringplatform.com/353892-steele-county-finance-director/1353640-application-form/en> to complete the application. Review of applications begins December 1, 2025; the position is open until filled.

Please direct any questions to Liza Donabauer at [liza@daviddrown.com](mailto:liza@daviddrown.com) or 612-920-3320 x111.



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