



FINANCE DIRECTOR

Department: Administration
Supervisor: City Administrator
Pay Grade: 13
FLSA Status: Exempt
Supervisory Yes
Duties:

POSITION SUMMARY

The Finance Director – performs advanced professional, administrative, and supervisory work directing the City’s financial operations, technology coordination, and assigned human resource administration functions. Responsibilities include oversight of accounting systems, budgeting, payroll, financial reporting, investments, debt management, purchasing, audit coordination, benefits administration, and compliance with all applicable federal and Minnesota statutes, including guidance issued by the Minnesota State Auditor.

This position also oversees and manages all Utility Billing (UB) operations, including system integrity, rate implementation, billing accuracy, customer account review, and regular auditing of utility billing processes, consumption data, and internal controls to ensure accuracy, accountability, and compliance.

This position serves as the City’s statutory City Treasurer and ensures full compliance with all reporting requirements to federal, state, and local agencies.

The position works in close partnership with the City Administrator, who provides overall organizational leadership and final approval authority prior to City Council consideration. The Finance Director collaborates extensively with the City Clerk on statutory processes, including property tax levy certification, special assessments, and other financial and administrative functions requiring coordinated oversight.

This position serves as the City’s primary point of contact for employee payroll, compensation, and benefits-related questions, while working in coordination with the City Clerk, who maintains official personnel records and compliance documentation.

This position also oversees the Technology Services function, working with consultants, vendors, and staff to support efficient, secure, and cost-effective systems across the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative and not all-inclusive. The Finance Director is expected to perform all duties as assigned by the City Administrator.

Financial Management, Accounting, and Internal Controls

- Directs and oversees all City accounting functions, including accounts payable, accounts receivable, general ledger, cash management, and financial systems.
- Maintains accurate financial records in accordance with GAAP, GASB standards, and Minnesota State Auditor requirements.
- Establishes, implements, and monitors internal controls, financial policies, and procedures to safeguard public funds.
- Reviews and approves financial transactions, including disbursements, journal entries, vendor setup, and account adjustments.
- Performs monthly reconciliations of bank accounts, investments, and financial records.
- Monitors the City's financial position and cash flow to ensure fiscal stability.
- Update and coordinate the City's finance policy and educate management and staff on their policy responsibilities.
- Partner with City Administrator and staff on implementation of City's Strategic Plan and initiatives related to the Finance Department.

Budgeting, Financial Planning, and Levy Administration

- Leads preparation and administration of the City's annual operating and capital improvement budgets in collaboration with the City Administrator and department heads.
- Develops multi-year financial forecasts and capital financing strategies.
- Prepares levy calculations and supports the Truth-in-Taxation process, in close coordination with the City Clerk and City Administrator.
- Monitors budget performance and prepares periodic financial reports.
- Presents budget and financial data to the City Administrator and City Council.

Debt Management, Investments, and Treasury Functions

- In consultation with the City Administrator, manages the City's investment portfolio in compliance with Minnesota Statutes and City policy.
- Oversees issuance and administration of municipal debt, including compliance filings and continuing disclosure requirements.
- Coordinates with financial advisors, bond counsel, and lending institutions.
- Performs all statutory duties of the City Treasurer under Minnesota law.

Payroll, Benefits Administration, and Regulatory Compliance

- Manages and administers payroll in compliance with FLSA, IRS regulations, and Minnesota wage and hour laws.
- Administers and remits all required payroll withholdings and employer contributions, including but not limited to PERA (Public Employees Retirement Association), MNDCP (Minnesota Deferred Compensation Plan), and federal and state tax withholdings.
- Serves as the primary staff resource for employee payroll-related questions, including timecards, earnings, deductions, benefit changes, and payroll adjustments.
- Ensures accurate setup, maintenance, and processing of payroll changes, including new

hires, status changes, benefit deductions, and compensation adjustments, with final approval from the City Administrator.

- Ensures accurate and timely submission of all payroll-related reporting to federal and state agencies as required by statute.
- Maintains expertise in PERA, MNDCP, and related retirement systems, including required reporting, contribution accuracy, eligibility determination, and compliance with all statutory updates impacting the City and its employees.
- Maintains current knowledge of changes in payroll, tax, retirement, and labor laws and ensures City compliance.
- Prepares and files W-2s, W-3s, 1099s, quarterly and annual payroll reports, and unemployment filings.

Human Resources Administration and Benefits Management

- Serves as the City's lead administrator for employee benefits, acting as the primary point of contact for all benefit-related inquiries, education, and issue resolution.
- Administers employee benefits programs, including health, dental, life, disability, and retirement plans. Provides guidance to employees on benefit options, when applicable.
- Works directly with the City's insurance broker to evaluate, procure, and manage benefit offerings.
- Conducts annual benefit renewals, market comparisons, and cost analyses; develops recommendations for the City Administrator.
- Manages benefit enrollments, changes, COBRA administration, and required reporting.
- Reviews and processes employee benefit changes (qualifying life events, open enrollment, etc.) and coordinates payroll impacts accordingly.
- Ensures compliance with applicable laws, including ACA, HIPAA, COBRA, FMLA, and Minnesota employment statutes.
- Works with the City Administrator to review renewal options, plan changes, and policy direction.
- Coordinates closely with the City Clerk to ensure all benefit-related documentation is properly recorded and retained within official personnel files.

Audit, Financial Reporting, and Records Management

- Coordinates the annual audit and serves as primary liaison with external auditors.
- Prepares annual financial reports and supporting documentation.
- Ensures transparency, accuracy, and timeliness of all financial reporting.
- Maintains records in compliance with Minnesota records retention laws.

Taxation, Special Assessments, and Economic Development

- Administers property tax processes, including levy certification to the County, in collaboration with the City Clerk.
- Manages special assessments, including calculations, hearings support, certifications, and tracking.
- Oversees Tax Increment Financing (TIF) districts and reporting requirements.

- Manages financial aspects of economic development programs, grants, and revolving loan funds.
- Coordinates financial components of development agreements, leases, and infrastructure financing.

Utility Billing, Fees, and Financial Systems

- Oversees utility billing operations and related financial systems to ensure accuracy and efficiency.
- Performs routine and periodic audits of utility billing data, rate applications, meter readings, adjustments, and account reconciliations to ensure accuracy and internal control compliance.
- Investigates discrepancies, billing issues, and customer concerns, ensuring proper resolution and documentation.
- Establishes and maintains internal controls and procedures specific to utility billing operations.
- Maintains and updates the City's fee schedule and conducts rate analyses.

Purchasing, Procurement, and Operational Support

- Oversees and/or administers the City's purchasing and procurement functions in compliance with Minnesota municipal contracting laws.
- Manages operational purchasing activities in collaboration with department heads, ensuring alignment with budget, policy, and internal controls.
- Establishes and monitors purchasing policies, bidding processes, and internal controls.
- Oversees specialized purchasing operations, including concession-related purchasing (inventory, pricing, and point-of-sale systems), ensuring financial accountability and cost efficiency.

Technology Services Coordination

- Serves as the primary point of contact for City-wide technology needs and initiatives.
- Oversees the Technology Services function in coordination with IT consultants and vendors.
- Assists in evaluating, implementing, and managing software systems and IT infrastructure.
- Supports cybersecurity awareness, data integrity, and operational continuity.
- Works with departments to identify and implement technology improvements.

Supervision, Leadership, and Organizational Collaboration

- Supervises Finance Department staff, including hiring, training, evaluation, and professional development.
- Promotes a culture of accountability, teamwork, and continuous improvement.
- Works collaboratively with the City Administrator and all Department Heads to achieve organizational goals.

- Maintains strong coordination with the City Clerk, particularly in statutory, financial, and administrative processes.
- Provides guidance and training to staff on financial and compliance matters.
- Prepares work schedules and approves timecard records.
- Determine and administer employee discipline.

Council Support and Public Engagement

- Attend City Council meetings and workshops.
- Presents financial reports, analyses, and recommendations.
- Provides professional, responsive service to residents, businesses, and stakeholders.

Other Duties

- Performs other duties as assigned by the City Administrator.

POSITION REQUIREMENTS: KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of governmental accounting, GASB, and Minnesota municipal finance.
- Knowledge of payroll systems, retirement programs (PERA, MNDCP), and employment regulations.
- Knowledge of municipal budgeting, levy processes, and special assessments.
- Knowledge of HR laws related to benefits administration and compliance.
- Strong analytical, financial forecasting, and problem-solving skills.
- Ability to plan, delegate, and oversee the work of personnel within this position's purview.
- Ability to interpret and apply federal, state, and local laws and regulations.
- Strong leadership, communication, and interpersonal skills.
- Ability to build collaborative relationships across departments and with external partners.
- Proficiency in financial systems, Microsoft Office, and technology platforms.
- Ability to work extended hours and attend meetings outside of normal work hours.
- Ability to attend work punctually and regularly.

EDUCATION AND EXPERIENCE

- Bachelor's degree in finance, accounting, public administration, or related field.
- Government accounting system experience.
- Minimum of five (5) years of progressively responsible experience in the private or public finance sector.

Preferred:

- Master's degree in finance, accounting, public administration, or business administration.
- Experience using BS&A government accounting software.
- CPA or CPFO certification

- Seven (7) or more years of experience in Minnesota municipal finance

LICENSES AND CERTIFICATIONS

- Valid Minnesota Class D Driver's License
- Ability to obtain/maintain relevant professional certifications as required

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Positions in this job typically require sitting, manual dexterity, grasping, talking, hearing, typing, and seeing. This position may involve extended work hours, including attendance at meetings outside normal business hours. Work is primarily performed in an office environment.

CORE COMPETENCIES

- Leadership and Team Development
- Fiscal Stewardship and Accountability
- Strategic Thinking and Analysis
- Communication and Public Engagement
- Collaboration and Interdepartmental Coordination
- Regulatory Compliance and Ethical Standards

EXEMPT STATUS and HOURS OF WORK

City Hall is open from 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 1:30 pm on Friday.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the City's needs and job requirements change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description, and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City, without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature *Date*