

# Finance Director



<b><u>Department:</u></b>	Finance/Technology
<b><u>Status:</u></b>	Full-time regular position, Exempt
<b><u>Salary:</u></b>	2026 Range: \$135,387.20 – \$176,633.60
<b><u>Benefits:</u></b>	Qualifies for full-time benefits date of hire
<b><u>Reports to:</u></b>	City Administrator
<b><u>Supervisory Duties:</u></b>	Assistant Finance Director and Technology Services Manager

**Position Details:** The Finance Director is responsible for the management of the finance department and related activities including annual operating and capital budget preparation; expenditure monitoring; investment of municipal funds; debt management; financial reporting; records management; and City Treasurer duties and responsibilities. Works closely with the City Administrator to facilitate policies, objectives and guidelines established by the City Council and on long-range planning and major projects. The Finance Director also oversees the Technology Services Division, assisting the Technology Services Manager in key projects projects, vendor management, and other areas as needed.

## **Finance Department Operations:**

- Prepare annual operating and capital budgets for review by the City Council with assistance from department managers. Provide cash flows for capital project and enterprise funds.
- Prepare debt issuance for City Council review and manage all the City's debt issuance and reports. Complete arbitrage and debt analysis with the City's financial advisors.
- Prepare financial analysis and planning to determine budget and levy. Facilitate discussion with City Council and staff. Prepare analysis of expenditures and revenues for departments and City Council.
- Manage department internal control by reviewing billing and checking registers; vendors created; changes to bank accounts; and staff work including journal entry and posting.
- Manage the City's investment portfolio coordinating with brokers and banks.
- Coordinate with staff to prepare Annual Financial Report, work papers, financial transactions and completion of audit.
- Partner with Technology Services Manager to make recommendations to City Administrator and City Council regarding technology, vendors, software programs, etc.
- Update and coordinate the City's finance policy and educate management and staff on their policy responsibilities.
- Attend City Council meetings and work sessions and advise on finance or technologyrelated matters.
- Partner with City Administrator and Department Director team on implementation of City's Strategic Plan and initiatives related to the Finance Department.
- Provide customer service to public on department matters.

- Coordinate financial information for agreements related to water towers, leases, fire contracts, etc. with outside parties.
- Maintain the City's fee schedule and rate analysis.
- Maintain the City's tax increment financing districts.
- Manage grants and donations and the economic development programs including revolving loan fund and grants.
- Manage all financial reporting to federal, state and local governments and entities.
- Manage, oversee and plan all financial and operational software in coordination with the Technology Services Manager.

**Supervisory Duties:**

- Recommend staff hires and promotions; orient and train.
- Oversee professional development of staff.
- Plan, review, assign and evaluate work of staff.
- Provide coaching, feedback and evaluate staff performance.
- Resolve staff conflicts and concerns.
- Prepare work schedules and approve timecard records.
- Determine and administer employee discipline.

While these are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as part of their role with the City.

**Position Requirements**

***Knowledge, Skills and Abilities:***

- Knowledge of principles and practices of governmental accounting.
- Knowledge of data processing principles and practices as it relates to financial information systems.
- Knowledge of municipal government policies, practices and procedures.
- Ability to forecast and prepare budget documents, analysis and make recommendations.
- Ability to effectively communicate, both orally and in writing, have strong positive public relations skills, and to present technical information to a variety of audiences.
- Ability to apply professional/managerial principles and judgement within overall goals and objectives established by senior management.
- Ability to use considerable analytical ability to select, evaluate and interpret data.
- Negotiation and financial analysis skills.
- Ability to plan and delegate duties and supervise and inspect work of personnel assigned to the finance department.
- Ability to exhibit tact, courtesy, good judgment and communicate effectively both verbally and in writing and maintain effective working relationships with state and federal agencies, private businesses, elected officials, committee members, vendors, consultants, co-workers and the general public.

- Normal working hours: Monday – Thursday, 7:30 am – 4:30 pm and Fridays, 7:30 am – 11:30 am. Ability to work extended hours and attend meetings outside of normal work hours.
- Ability to attend work punctually and regularly.

**Education:** Four-year degree in finance, accounting or related field.

**Requirements:** Minimum of five years' experience in public sector finance. Must possess the following:

- Valid MN Driver's License
- Possess basic computers skills, including a good knowledge of and experience using:
  - E-mail and Microsoft Outlook
  - Web Browsing
  - Adobe PDF Viewer
  - Microsoft Office Products
  - Financial Software

**Desired Qualifications:**

- Master's degree in finance, accounting or related field.
- CPA background.
- CPFO Certification

**Licenses/Cerfications:** This position will require the acquisition and maintenance of the following additional certificates/licenses:

- Must possess and maintain a valid Minnesota Class D Driver's License

**Physical and Mental Requirements:** Positions in this job typically require sitting, feeling, manual dexterity, grasping, talking, hearing, typing, and seeing. This position encounters unexpected and prolonged workdays and stress and pressure from dealing with emotional issues and conflicts. There is also sustained exposure to computer keyboards and video screens. This position is generally light-duty and may require the exertion up to 20 pounds of force on occasion and the ability to lift, carry, push, pull and move objects.

*\*\*The physical demands described here are representative to those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**Working Conditions:** Most work is performed in an office environment.

**Position Competencies**

**Coaching and Mentoring**

- Enables others to grow and succeed through feedback, instruction, and encouragement.

- Coaches' others regardless of performance level. Shares specialized approaches and skills that will increase capabilities.
- Takes time to observe behaviors that contribute to or detract from others' success. Highlights performance strengths and weaknesses by giving factual, specific, non-judgmental feedback.
- Builds relationships with teammates so that coaching efforts are received in a positive, developmental manner. Takes steps to learn the work interests and career goals of teammates.
- Models' success behaviors, a high-performance work ethic, and constant self-improvement.

#### ***Fiscal Accountability Department Directors***

- Determines fiscal goals and objectives; establishes program areas, service needs, and allocates department resources.
- Prepares annual operating Department budget by providing comprehensive justifications for budgetary requests. Prepares and monitors budgets for special projects.
- Researches, prepares, and monitors grant applications for State, Federal and related funding. Controls and monitors operating costs, expenditures and revenues by effectively utilizing staff, materials, and equipment; approves invoices submitted to the City Board for payment.
- Recognizes and initiates actions for possible changes and/or enhancements in Department procedures, processes, housekeeping, and/or safe practices, improving cost effectiveness, productivity and/or overall results.

#### ***Leadership***

- Oversees all department operations and work activities, including the staff of the department in alignment with the vision and directives of the City.
- Leads the operation of the department, ensures City policies/safety/rules/procedures are followed, assists staff with problem solving issues, performs appropriate decision making, and follows through on projects to ensure work product is consistently high quality.
- Clearly defines responsibilities, expectations and authority limits to employees.
- Inspires others to achieve results by promoting involvement, participation and cooperation.
- Works respectfully and effectively with managers and leadership of the department, and creates a work environment among reporting staff that encourages and provides impactful outcomes through teamwork.
- Creates and supports effective working relationships within and between City departments, divisions and outside agencies.
- Researches best practices, literature, and data to synthesize for department policy and budget development.
- Interprets laws, rules, and regulations at the City, State, and Federal level.
- Directs implementation of laws and regulations in accordance with City, State, and Federal laws and regulations.

- Conducts regular department meetings with supervisors and line staff to inform them of significant issues, events, policies, or legislative changes.

***Analysis and Reasoning***

- Examines data to grasp issues, draw conclusions, and solve problems. Breaks down complex information into component parts. Sees underlying principles, patterns, or themes in an array of related information.
- Applies logic and complex layers of rules to analyze and categorize complicated information. Sees relationships between information in varied forms and from varied sources.

***Competencies Common to All City Positions:***

- Develop, maintain a thorough working knowledge of, and comply with all departmental and applicable City policies and procedures.
- Demonstration by personal example the spirit of service, excellence, and integrity expected from all staff.
- Develop respectful and cooperative working relationships with co-workers, including willing assistance to newer staff so job responsibilities can be performed with confidence as quickly as possible.
- Confer regularly with and keep immediate supervisor informed of all important matters which pertain to the applicable job functions and responsibilities.
- Represent the City of Waconia in a professional manner to the public, outside contacts and constituencies.

*\*\*The work environment characteristics described here are representative to those an employee encounters while performing essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.*

**NON-DISCRIMINATION POLICY:** The City of Waconia will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation or status with regard to public assistance. (These examples are intended only as illustrations of various types of work performed and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Waconia reserves the right to change and/or eliminate any and all job duties if needed.