

FINANCE DIRECTOR JOB DESCRIPTION

Job Title: Finance Director
Department: Administration
Reports to: City Administrator
FLSA Status: Exempt, Full-time
Wage Scale: \$93,000-\$125,000

DESCRIPTION:

Oversee all aspects of city finances including daily transactions, budgeting, financial reporting, investments, bonding, cash management, payroll, and compliance with applicable laws and regulations. This role provides key leadership and financial guidance to city officials and departments to ensure fiscal responsibility and sustainability.

This position provides support to the city administrator, city council, and public utilities commission and works with considerable independence.

DUTIES INCLUDE:

- Oversee all municipal functions related to the preparation, auditing, presentation, and disbursement of claims, demands, and payroll, ensuring compliance and accuracy in all financial transactions.
- Performs accounts receivable/payable function including general invoicing, collections and certification of uncollectable delinquencies.
- Performs accounts payable function including accounts payable payment, vendor records and tax reporting.
- Performs general ledger maintenance, account reconciliation, and fund reconciliation.
- Performs accounting and reconciliation for tax receipts and special assessments.
- Reconciles checking accounts, investments monthly, and assists the city administrator in placing or redeeming investments.
- Codes cash receipts and enter financial management for deposits.
- Supervises the annual audit process, liaises with external auditors and the city council, and prepares all year end journal entries and work papers. Oversee all municipal functions related to the preparation, auditing, presentation, and disbursement of claims, demands, and payroll, ensuring compliance and accuracy in all financial transactions.
- Manages the city Enterprise Resource Planning (ERP) software to ensure accurate and efficient financial operations across all departments. Optimizing technology to support financial management and decision making.

- Manage all cash and investment activities to ensure the security, growth, and optimal management of the city financial assets.
- Prepares ad hoc analyses using strong problem-solving abilities with a solutions-oriented approach to financial challenges. Makes sound decisions, applying independent judgement and considering long term impacts.
- Communicates complex financial information, key issues, and develops policy recommendations to elected officials, advisory bodies, city departments, and the public in a clear and transparent manner on a regular basis.
- Develops and maintains internal procedures and controls for municipal revenues and expenditures, ensuring compliance with all regulatory requirements.
- Manage major financial service contracts including auditing, accounting, consulting, investment management, and risk management.
- Manage property tax levies and special assessments and reports on truth in taxation for the city council and the taxpayers.
- Assists the city administrator with administration of the city insurance plans for liability, casualty, workers compensation and property insurance programs, including risk management, coverage analysis, procurement, and loss prevention strategies.
- Advises the city administrator on fiscal, technology and human resource policies, contributing to the development, recommendations, and approval of organizational strategies and fostering a culture of open communication and high performance. Preparation of the quarterly reports and annual city and public utilities budget and five-year capital improvement plan in conjunction with the city administrator and department supervisors. This includes presenting recommendations and financial impacts to stakeholders throughout the budget process.
- Reviews payroll time sheets for completeness, approvals, compliance with contracts and reasonableness with payroll/PUC clerk.
- Files all State of Minnesota Auditor reports on a yearly and monthly basis.
- Responsible for Fire Relief Association reporting requirements.
- Prepare month profit and loss for public utility commission and liquor store .
- Liquor store supervisor
- Handles property, liability, and workers compensation insurance renewals
- Attend city council meetings when asked.
- Other duties and special projects as assigned.
- Serve as notary public.

QUALIFICATIONS:**Minimum Qualifications**

- Bachelor's degree from an accredited college or university in Accounting, Finance, or closely related field, and three years' experience in accounting
- Administrative and financial experience in municipal government
- Intermediate level proficiency with Word and Excel
- Valid driver's license and satisfactory motor vehicle record.
- Written and verbal communications skills.

Desired Qualifications

- CPA license
- Previous experience as Finance Director, Treasurer or Municipal Accounting position

TOOLS AND EQUIPMENT USED:

Computer, copier, scanner, telephone, calculator, and election equipment. Computer software includes Microsoft Office and financial accounting software

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Sitting at a desk and moving around the office
- Talking/hearing
- Using hands/fingers to handle objects or controls
- Reaching with hands and arms
- Close vision and ability to adjust focus

Reasonable accommodation will be made in accordance with applicable law to enable qualified individuals with disabilities to perform the essential functions of the position.

OTHER:

- Hours: Monday -Friday 8:00 – 4:30 but may vary depending on projects and meetings.
- Salary: \$93,000-\$125,000

Application must include resume and cover letter no later than 12:00 Noon Monday, June 15, 2026, and addressed to:

Jess Rich, City Administrator
100 Pionk Drive
Proctor, MN 55810
jrich@proctormn.gov