

Finance Director Position – Stewartville MN

Located in southeastern Minnesota, the City of Stewartville offers a unique quality of life with conveniences blended between a metropolitan area and the scenic Bluff Country region. Stewartville is located in Olmsted County with a population of 6,274 and is situated just south of the county seat.

The Finance Director will oversee the operations and activities of the City's Finance Department and prepares/administers the City's annual operating budget. This position is responsible for various financial reports, coordinates the audit process, administers the City's payroll/benefits function, supervises assigned personnel and provides financial advice to City officials and staff.

Minimum qualifications for the position include a bachelor's degree in Accounting or Business Management and three years of Public Accounting or Finance at a supervisory administrative level. Desired qualifications can include a master's degree in Business/ Finance Administration or a CPA or five years of financial management experience with accounting and budgeting experience.

SALARY RANGE: \$67,023 - \$87,131

Applications/Position Description/Benefits package can be found at <http://stewartvillemn.com/government/public-notices/all-public-notices/>

Please submit letter of interest, resume and application by June 10, 2019 to croeder@stewartvillemn.com or City of Stewartville, PO Box 275, Stewartville MN.

Please direct questions to City Administrator, Bill Schimmel at 507-533-4745 or bschimmel@stewartvillemn.com.

**CITY OF STEWARTVILLE
JOB DESCRIPTION**

I. IDENTIFYING INFORMATION		
Job Title: Finance Director	Department: Finance	Work Status: Full-time
	Location: City Hall	Work Hours: 40 plus per week
Supervisor: City Administrator	FLSA Status: EXEMPT	Pay Grade: 15

II. ORGANIZATIONAL RELATIONSHIPS	
	Reports to: City Council, City Administrator
	Works Closely with: City Council, City Administrator, City Clerk, City Hall staff, Public Works Director and staff, Library Director and staff
	Communications with:
	Internally: EDA, Department Heads and City employees, City Auditor, Bond and other Financial Consultants, City Engineer and City Center Association Board;
	Externally: County Auditor, State Auditor, Minnesota Department of Revenue, numerous vendors/suppliers; business and community organizations; and residents
	Supervises: Accounting/Utility Clerk
	May Receive Functional Work from: Boards/Commissions

III. PURPOSE
<p>Serves as Department Head with primary responsibility to manage the City's finances. Performs professional and supervisory work to manage cash flow and investments, prepare financial reports and statements, and oversee record keeping of all financial transactions. Performs general ledger work and coordinates the City's annual audit. Regularly informs the Administrator and City Council about financial matters and makes recommendations. Supervises and participates in the performance of routine tasks associated with accounts payable, accounts receivable, payroll, and utility billing. Handles related loss control/risk management areas. This position is responsible for all statutory treasurer duties.</p> <p>This position has authority to coordinate and facilitate the City's financial and accounting activities. The employee will receive and request reports from department heads and provide advice and assistance. The incumbent will report on the City's financial condition to the Administrator and Council, regularly and as requested, and keep these officials informed of all pertinent matters.</p>

IV. ESSENTIAL FUNCTIONS
<p>1. General Administration</p> <ul style="list-style-type: none"> Oversees and coordinates the City's finance and accounting functions to ensure services provided are responsive and resources are efficiently utilized; receives requests for information and complaints and personally handles or refers to appropriate individual; and informs Administrator of unresolved complaints, complaints possibly requiring Council attention, and other critical issues. Establishes effective financial controls including policies, procedures and forms.

- Provides professional support to the Administrator and City Council: prepares memoranda, reports, and other documents; makes recommendations and provides advice; and carries out policies and directives.
- Represents the City before various outside entities: interacts with groups and individuals to represent the City's best interests; informs the Administrator and Council of concerns and issues; and represents the City on particular projects and issues as directed. Contributes to items such as the City's newsletter, web site, etc.
- Coordinates the work of financial consultants: establishes controls for outside products/services; participates in selection processes including bids and RFPs; provides input on the award of contracts/service agreements and administers the financial aspects; and interacts with consultants and contractors to check progress, guide work, and review results. Maintain the project files for all capital projects, which include original documentation, contracts, finance records, etc.
- Participates in City's risk management activities: secures and maintains necessary insurance coverage; administers the City's worker's compensation and unemployment insurance programs; and advises the concerned department, City Administrator, or City Council of important matters.
- Oversees the department's management and information systems; maintains computer hardware/software and other office equipment; serves as liaison between city staff and IT provider; and makes recommendations to the Administrator as needed.
- Contributes and assist with preparation of Capital Improvement Plan, strategic planning and financing ideas and options
- May serve as acting Administrator in the absence of City Administrator.

2. Financial Management

- Initiates and coordinates city-wide budgeting process: works with Administrator to prepare a draft budget document for Council review, obtaining input from department heads on operating and capital needs; forecasts overall revenues budget, preparing assessments and certifying assessment rolls and City levy to the county; and makes recommendations where appropriate.
- Administers Council-approved budget: works with other departments to ensure accounting, purchasing, and other guidelines are followed; monitors expenditures and notifies department heads of major variances; and provides regular and other financial reports to the Administrator and Council.
- Manages cash flow and investment of funds according to City policy and generally accepted accounting procedures and applicable law.
- Participates in administration of grants; administers other financial programs such as TIF districts and other economic development financing programs; and coordinates financing for public improvement projects, including bond issues.
- Ensures and submits various state and federal reports, such as pay equity report.
- Coordinates City's annual audit: prepares schedules and other documents and files for audit; works with auditors at year-end; and follows up on indicated areas of deficiency; coordinate application and related reports to obtain the GFOA Certificate of Achievement for Excellence in Financial Reporting.

- Administrate the employee benefit plans; coordinate annual renewal and open enrollment for health, dental, life, disability; communicate benefits to employees.

3. Supervision of Accounting Functions

- Oversees and participates in accounting functions: oversees employee’s performance of routine tasks serving as back-up as needed; regularly performs tasks associated with coding transactions, account and statement reconciliation’s, and handling state aid monies, levy payments and transfers of funds; and performs general accounting duties.
- Responsible for planning all accounting functions, general ledger, accounts payable, account receivables, utilities and payroll operations. Also responsible for supervising finance department personnel.

4. Other Recurring Duties

- Attends council meetings.
- Serves on the Stewartville City Center Association Board.
- Attend EDA meeting and assists in the development of economic development programs.

V. OTHER DUTIES AND RESPONSIBILITIES

Other Duties and Responsibilities

- Performs other related duties and responsibilities as assigned by the City Council.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> ➤ Knowledge of municipal finance and accounting, public administration, capital improvement, planning and funding, and economic development. ➤ Knowledge of government accounting/bookkeeping policies, standards, practices, and procedures. ➤ Knowledge of billing practices and records maintenance. ➤ Knowledge of the City’s organizational structure 	<ul style="list-style-type: none"> ➤ Skill in forecasting operating and capital needs and preparing/administering municipal budgets. ➤ Skill in overseeing/preparing numerous legally-required reports to ensure accuracy and timeliness. ➤ Skill in managing investments and utilizing available investment tools. ➤ Skill in communicating, verbally and in writing, with a wide variety of 	<ul style="list-style-type: none"> ➤ Ability to analyze complex data, exercise independent judgment, and prepare/present reports. ➤ Ability to prioritize and carry out priorities through effective and efficient operations. ➤ Ability to make independent decisions, oftentimes with imperfect information. ➤ Ability to keep up-to-date on relevant topics Ability to use computer and peripherals, software applications,

<p>and operations, programs, and services.</p> <ul style="list-style-type: none"> ➤ Knowledge of the City's policies/ordinances and ability to interpret with uniformity and consistency. 	<p>groups and individuals and skill in using an appropriate degree of maturity, tact, persuasion, and conflict resolution depending on situation.</p> <ul style="list-style-type: none"> ➤ Skill in leading/supervising subordinate personnel, fostering teamwork, and delegating work. ➤ Skill in supporting the flow of information/communication between the Administrator, City departments, and employees regarding fiscal matters 	<p>and other office equipment.</p> <ul style="list-style-type: none"> ➤ Ability to accept criticism and cope with the mental and emotional stress of the position. ➤ Ability to execute and clearly communicate policies and procedures. ➤ Ability to establish/maintain effective work relationships with a wide variety of groups and individuals. ➤ Ability to handle confidential information with the appropriate discretion. ➤ Ability to be flexible and adapt to changing situations/priorities. ➤ Ability to work beyond normal hours, evenings and weekends. ➤ Ability to travel and attend meetings within and outside the City. ➤ Ability to hear and speak when conversing in person or by phone. ➤ Ability to read reports, correspondence, computer screens and other documents. ➤ Ability to operate a telephone and radio.
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VII. MINIMUM TRAINING AND EXPERIENCE

An equivalent combination of education and experience may be considered during the hiring process.

Bachelor's degree in Accounting or Business Management and three years of Public Accounting or Finance at a supervisory administrative level.

VIII. PREFERRED QUALIFICATIONS

Master's degree in Business/ Finance Administration or a CPA or five years of financial management experience with accounting and budgeting experience.

IX. WORKING CONDITIONS

Other working conditions can be inferred from listed duties/responsibilities as well as required knowledge, skills and abilities.

Works in typical office setting, sitting for extended periods of time working at a computer and desk. Use fine motor skills and performs repetitive movements and some lifting/carrying of packages, such as office supplies and files. Uses near vision, hearing, and sense of touch.

X: NOTIFICATION AND EMPLOYEE ACKNOWLEDGEMENT

This job description is provided to you as the primary source of information and immediate reference for the City's expectations regarding the position you currently occupy. This document is subject to unilateral change by the City at any time, without prior notification. It is not a contract and does not alter the employment-at-will relationship the City maintains between its employees and itself. Employment-at-will means an employee may resign from his/her position at any time, with or without cause. The City has similar rights to terminate the employment relationship. This document replaces any existing job description(s). I have reviewed a copy of the Finance Director's job description and understand it covers the City's expectations for my work. I also understand this document replaces any previous job description(s) and acknowledge management's exclusive right to make any changes to it. I agree this job description is a complete and accurate representation of the work I currently perform.

(complete after position is offered)

Employee's Signature _____

Date _____

XI. REASONABLE ACCOMMODATIONS STATEMENT

The City of Stewartville is committed to promoting equal opportunity for all of its employees and applicants for employment. The City affirmatively acknowledges its obligation to comply with the American with Disabilities Act (ADA) and the Minnesota Human Rights Act (MHRA). Every reasonable effort will be made to provide an accessible work place and offer other accommodations to qualified individuals. Reasonable accommodations will be explored and determined on a case-by-case basis, generally after the individual concerned initiates a dialogue with the appropriate department head or city administrator.

For more information, please contact the City Administrator

2019 Employee Benefits Summary

MEDICAL INSURANCE – Blue Cross Blue Shield

Plan Option	Monthly Premium	City Contribution	Employee Cost	City Monthly Contribution to HSA	Employee Monthly Contribution to HSA
\$2,200/\$4,400 High Deductible* w/HSA					
Employee	\$476.06- \$1461.18	\$465.06 - \$1461.18	\$0	108.33	58.34
Employee + Children	1036.46	777.35	259.12	216.66	116.66
Employee + Spouse	2273.10	1545.71	727.39	216.66	116.66
Family	2624.76	1968.57	656.19	216.66	116.66

DENTAL INSURANCE – Delta Dental

Plan Option	Monthly Premium	City Contribution	Employee Cost
Employee	38.15	38.15	\$0
Employee + 1	78.50	58.87	18.69
Family	126.25	94.68	30.05

Coverage is effective the first day of the month following date of hire for benefit eligible employees.

LIFE INSURANCE – Sun Life

The City provides Basic Term Life Insurance in the amount of \$25,000 to all benefit eligible employees. This benefit includes a matching amount of Accidental Death & Dismemberment. Employee's coverage begins on the first day of employment.

SHORT-TERM DISABILITY – Sun Life

Short-Term Disability pays you a weekly income while you recover from an illness, injury, or pregnancy related disability. Benefits begin on the 6th day of an illness or a non-job related accident and are payable up to 13 weeks or until Long-Term Disability Benefits commence, whichever comes first.

All regular full and part-time employees are covered in the Short-Term Disability program after successful completion of 180 day s of the employee's probationary period. The Short-Term Disability program will cover 66.67% of the current employee salary up through a maximum of 13 weeks of coverage.

The City pays 100% of the premium with no cost to the employee.

LONG-TERM DISABILITY – Madison National

Long-Term Disability pays you while you recover from a covered illness or accident. Benefits begin 90 days after suffering a covered illness or injury and are payable up to your normal retirement age, as defined by Social Security. The benefit to the employee is 66.67% of the employee's current salary.

The City pays 100% of the premium with no cost to the employee.

PERA – Public Employees Retirement Association

Participation in PERA is mandatory for most employees. Contributions begin immediately. Employees are fully vested after 5 years of service (after 3 years for employees hired prior to July 1, 2010).

LMC Contribution	Employee Contribution
7.50% gross salary	6.50% gross salary

DIRECT DEPOSIT

Employees are required to have their paychecks directly deposited into the bank of their choice. Employees will receive an earnings statement showing gross salary, taxes, other deductions and net pay.

DEFERRED COMPENSATION

Employees have the opportunity to enroll in deferred compensation via payroll deductions through ICMA (International City/County Management Association Retirement Trust). Employees may enroll at any time throughout the year.

PTO – PERSONAL TIME OFF

Years of Service	Accrual per Pay Period	Days per Year
0-1	5.5 hours	17.9 days
2-5	6.36 hours	20.7 days
6-10	7.33 hours	23.8 days
11-15	8.28 hours	26.9 days
16-20	9.21 hours	29.96 days
20+	10.35 hours	33.66 days

Part-time employees working at least 30 hrs/wk will accrue vacation on a pro-rata basis of full-time employees.

Hours accrued shall not exceed 720 hours at the end of the last pay period December. Any hours over 720 will be lost after the last pay period in December.

Participants who have used at least 80 hours of PTO in a Calendar year shall have the option to sell back up to 80 hours of unused PTO at the end of the last pay period in December so long as the balance does not go below 80 hours.

HOLIDAYS

11 paid holidays per year as listed below. In the case of a holiday falling on a Saturday, the preceding Friday will be the observed holiday, and in the case of a holiday falling on a Sunday, the following Monday will be the observed holiday.

New Year's Day	Veterans Day
Martin Luther King Day Observed	Thanksgiving Day
President's Day	Day Following Thanksgiving
Memorial Day Observed	Christmas Day
Independence Day	Floating Holiday – Employee vote conducted in October to determine if the day before or after Christmas.
Labor Day Observed	

CLOTHING ALLOWANCE

Permanent full-time and part-time employees working at least 30 hrs/wk will be eligible to purchase work related clothing. An annual allowance is granted. Permanent part-time benefits are pro-rated.

Public Works Employees	Other Staff
\$550 per year	\$250 per year

UNION DUES

Public Works employees belong to the I.U.O.E union. Monthly union dues are paid by the employee through monthly payroll deductions.

Union Dues (as of August 2018)
\$35.00 per month

All benefits are reviewed by Council and can be changed by formal action.



We welcome you as an applicant for employment with the City of Stewartville, MN. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Stewartville to provide equal opportunity employment to all persons. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance or disability, as is consistent with the City's policy of hiring a well-qualified person so as to maintain the high standards of public service required of all City employees. This policy applies to all phases of permanent and part-time employment by the City of Stewartville. Please furnish with us complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

Please print neatly in ink or use a typewriter

GENERAL INFORMATION

Position: FINANCE DIRECTOR
Application Due: June 10, 2019

Last Name:	First Name:	MI		
Street Address:	City	State	Zip:	Cell No.

E-MAIL ADDRESS: _____

Are you a United States Citizen? Yes _____ No _____

Education /Training

High School Graduate: _____ College: _____

School Name & Address	Diploma, Degree, Certificate of Credits Earned	Major
High School/GED		
College or University		
Graduate School		
Technical		

List any correspondence courses, special courses, seminars, workshops, and/or training programs you have attended, or registrations, licenses, or certificates you have that might relate to this position. **Please review the job description before responding.**

Computer Experience

List any computer software you can operate proficiently:

Employment History

Experience and training rating are determined by this information. Please be complete. List most recent employers first. (Use additional sheets if necessary).

Employer:			
Address:		City	State Zip
Supervisor Title & Name		Phone #	May we Contact? Yes ___ No ___
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Present or Last Employer:			
Address:		City	State Zip
Supervisor Title & Name		Phone #	May we Contact? Yes ___ No ___
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Present or Last Employer:			
Address:	City	State	Zip
Supervisor Title & Name		Phone #	May we Contact? Yes ___ No ___
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

Supervision

Have you ever supervised people? Yes ___ No ___

Company Name(s) _____

Check the functions you have performed as a supervisor:

- Interviewed Candidates
 Conducted Performance Evaluations
 Disciplined Employees
 Hired/Recommended for Hire
 Recommended Salary Adjustments
 Terminated Employees
 Established Objectives

Military Experience

Complete this section only if you served in the U.S. Armed Forces.

Describe your duties and any special training:	Branch of Service	Period of Active Duty From To
	Rank at Discharge	Type of Discharge
	Date of Final Discharge	

Volunteer/Unsalariated Experience

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No.	
Dates of Participation		Hours Per Week	
Value of Volunteering			

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No.	
Dates of Participation		Hours Per Week	
Value of Volunteering			

Accommodations

Do you have any physical or health limitations that would require special or reasonable accommodations by the City: Yes ___ No ___

If yes, please describe the nature of the accommodation: _____

Employment of Relatives

List any relatives currently employed by the City of Stewartville

Name	Relationship to You

Personal References (Not former employees or relatives)

Name & Occupation	Address	Phone Number

TENNENSEN WARNING

I. Personnel Data

MN Stat. 13.43 classifies all personnel data. This section has a fundamental difference from other statutes in the Act. Under section 13.43, all personnel data is considered private data on individuals, unless there is a classification that makes the data public.

Section 34.43 provides that the following data on current and former employees is public: name; actual gross salary; salary range, contract fees; actual gross pensions, the value and nature of employer paid fringe benefits; the basis for any added remuneration; job title; job description; education and training background; previous work experience; date of first and last employment; existence and status of any complaints for charges against the employee; the final disposition of any disciplinary action together with the specific reasons and data documenting the basis of the action; the terms of any agreement settling a dispute arising out of the employment relationship; work location; work telephone number; badge number; honors and awards; and payroll time sheets.

Personnel data which is not public is classified as private. Private personnel data is not accessible to the public, but is accessible to the individual subject of the data. Minn. Stat. 13.02, subd. 12.

An employee's home address, spouse/dependent names, and individual medical history are private personnel data. MN Stat. 13.43, subd. 4,

1. Social Security Numbers

An employee's social security number is private personnel data. MN Stat. 13.49, subd. 1. Social security numbers of an employee's spouse and dependents are also private.

In addition, there are federal laws pertaining to social security numbers. No federal, state or local government entity can lawfully deny an individual any right, benefit, or privilege provided by law if that individual refuses to disclose her/his social

security number, unless the collection is for the administration of any tax, general public assistance, or driver's license or motor vehicle registration. When asked to provide her/his social security number, an individual must be informed of the uses to which the number will be put, and whether the disclosure is voluntary or mandatory. Public law 93-597, Section 7; 42 U.S.C. 405(2)(c)(I) and (iii).

II. Collection of Private and Confidential Personnel Data

An employee asked to supply private or confidential data must be informed of the reason for collecting such data and the intended use of the data. MN Stat. 13.04, subd. 2.

The purpose of this notice - called a Tennesen Warning - is to enable the individual to make an informed decision as to whether she/he wishes to provide the requested information to the government entity. It essentially serves as a privacy protection, whereby the individual may protect her/his privacy by deciding not to provide the data to the government. MN Dept. of Admin., Advisory Opinion 98-003.

An employer may still require an employee to provide private information as a condition of employment or of receiving certain benefits. The law is established only to guarantee informed choice, not to eliminate an employer's right to collect private or confidential information.

A. Tennesen Warning

An individual asked to supply private or confidential data concerning the individual shall be informed of (a) the purpose and intended use of the requested data within the ... political subdivision...; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequences arising from supplying or refusing to supply private or confidential data; and (d) the identity of other person or entities authorized by state or federal law to receive the data. MN Stat. 13.04, subd. 2.

By copy of this notice I have been advised of my right to refuse to provide certain confidential information and acknowledge receipt of the Tension Warning.

Signature

Date