

Finance Officer 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 the second largest community in Olmsted County with a population of approximately 7,000 and is situated just south of the county seat.

The Finance Officer 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, Finance or Business Management and three years of experience.

Preferred qualifications for the position would include supervisory experience.

SALARY RANGE: \$76,517-99,472

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 February 24, 2025 to croeder@stewartvillemn.com or City of Stewartville, 105 E 1st St., 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 Officer	Department: Finance	Work Status: Full-time
	Location: City Hall	Work Hours: 40 hr per wk
Supervisor: City Administrator	FLSA Status: Exempt	Pay Grade: 14

Reports to: City Administrator
Works Closely with: City Administrator, Finance Clerk and Department Heads
Communications with:
Internally: Councilmembers, members of advisory boards/committees/commissions, and all other city employees
Externally: City Residents, various state and county offices, auditors, city engineer
Supervises: Finance Clerk
May Receive Functional Work from: City Administrator

III. PURPOSE
Performs supervisory professional and administrative work with primary responsibility for managing the City's Fund accounting, accounts payable and accounts receivable, payroll, utility billing and related reporting and record keeping. Provides financial and accounting information to the City Administrator and City Council for informational and decision making purposes. This position functions with a high degree of independence and regularly exercises judgement and freedom in making decisions and providing recommendations regarding financial matters, in accordance with Council direction or policy.

IV. ESSENTIAL FUNCTIONS
<ul style="list-style-type: none"> • Discusses financial matters with City Administrator, City Council and Department Heads, gathers relevant information through research and contact with consultants and provides recommendations as appropriate. • Prepares the City's yearly Budget by working closely with City Administrator when calculating projection for upcoming projects, assisting department heads and committees with budget requests. • Coordinates City's annual audit: prepares schedules and other documents and files for audit; works with auditors at year-end; follow up on indicated areas of deficiency; coordinate application and related reports to obtain the GFOA Certificate of Achievement for Excellence in Financial Reporting. • Assists with investment management activity by maintaining investment schedules, obtaining investment rates, discussing needs with City Administrator and making investments with banks.

- Administrate the employee benefit plans, coordinate annual renewal and open enrollment for health, dental, life, disability; communicates benefits to employees.
- Attends council meetings; assists with preparation of information packets; attends meetings of other boards and committees and prepares financial reports when needed.
- Performs communication and administrative activities related to employee insurance.
- Prepares and submits various state and federal reports such as payroll, gasoline, TIF, grant performance, state auditor's and state sales tax.
- Provides support to auditors by preparing all required schedules, working closely with auditors during yearly audit and working with state agencies to comply with various requirements.
- Maintains debt payment schedules, works with financial consultant and bond legal departments on new and existing bonds, and maintains a call-option schedule.
- Administers special assessment process
- Administrates the City's tax increment financing program.
- Prepares various internal reports such as amortization schedules, property tax schedules, project and improvement cash flow statements, and miscellaneous items requested by the City Council, department heads, and City boards/commissions.
- Performs all tasks associated with accounts payable activity, general ledger, account receivables and payroll operations.
- Oversees all tasks associated with utility billing.
- Maintains all general fixed assess schedules required for financial reporting.
- Maintains computer hardware and software system.

V. OTHER DUTIES AND RESPONSIBILITIES

Performs with other related duties as assigned or apparent.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES		
Knowledge of:	Skill in:	Ability to:
<ul style="list-style-type: none"> ➤ Knowledge of municipal operations, City Policies, procedures and ordinances. ➤ Knowledge of bookkeeping/accounting practices and procedures. ➤ Knowledge of utility billing practices and records maintenance, payroll practices/procedures and related reporting/record keeping, and municipal finance and investment activities. 	<ul style="list-style-type: none"> ➤ Skill in responding to stressful situations involving people. ➤ Skills in the operation of computers, pertinent software packages, calculators. 	<ul style="list-style-type: none"> ➤ Ability to research and analyze data, determine alternatives, make recommendations, and prepare financial reports. ➤ Ability to work independently and plan, organize and prioritize work tasks. ➤ Ability to prepare work results with 100% completeness and accuracy. ➤ Ability to handle multiple ongoing tasks and complete work in a timely manner. ➤ Ability to use various office equipment.

VII. MINIMUM TRAINING AND EXPERIENCE
<i>An equivalent combination of education and experience may be considered during the hiring process.</i>
Bachelor's degree in accounting and three to five years of experience in accounting. An equivalent combination of education and experience may be considered.

VIII. PREFERRED QUALIFICATIONS

IX. WORKING CONDITIONS
<i>Other working conditions can be inferred from listed duties/responsibilities as well as required knowledge, skills and abilities.</i>
Work is performed in typical office environment that consists of an open work area and front counter for providing customer service. Works closely with staff in city hall hours coverage.

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 this 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.

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

Dated: January 2025

2025 Employee Benefits Summary

MEDICAL INSURANCE – Blue Cross Blue Shield (based on individual recipients’ prices)

Plan Option	Monthly Premium	City Contribution	Employee Cost	City Monthly Contribution to HSA	Employee Monthly Contribution to HSA
\$2,700/\$5,300 High Deductible w/HSA					
Employee	563.55– 1,899.60	563.55– 1,899.60	0	146.25	78.75
Actual rates for Employee + Children, Employee + Spouse and Family vary based on ages of individuals covered. The information below is for example-only. *Ask for your specific premium*					
Employee (A50) + Children	2,258.00	1,693.50	564.50	287.08	154.58
Employee (A50) + Spouse (A50)	2,261.80	1,696.35	565.45	287.08	154.58
Family	3,278.16	2,458.62	819.54	287.08	154.58
Coverage is effective the date of hire for benefit eligible employees.					

DENTAL INSURANCE – Delta Dental

Plan Option	Monthly Premium	City Contribution	Employee Cost
Employee	40.27	40.27	0
Employee + SP	77.22	57.92	19.31
Employee + CH	93.74	70.31	23.44
Family	147.12	110.34	36.78
Coverage is effective the first day of the month following date of hire for benefit eligible employees.			

LIFE INSURANCE – Mutual of Omaha

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 – Mutual of Omaha

Short-Term Disability pays you a weekly income while you recover from an illness, injury, or pregnancy related disability. Benefits begin on the 1st day for a work-related accident and on the 8th day of an illness or a non-job-related accident and are payable up to 13 weeks (90 days) or until Long-Term Disability Benefits commence (after 90 days), whichever comes first.

All regular full and part-time employees are covered in the Short-Term Disability program after successful completion of 180 days 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 – Mutual of Omaha

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 60% 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 3 years of service (after 5 years for employees hired between 7/1/2010 and 6/30/2023)

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

No age limitation

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	5.50 hours	17.90 days
Beginning 2-5	6.36 hours	20.70 days
Beginning 6-10	7.33 hours	23.80 days
Beginning 11-15	8.28 hours	26.90 days
Beginning 16-20	9.21 hours	29.96 days
Beginning 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

12 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	Friday After Thanksgiving
Memorial Day Observed	½ Day Christmas Eve
Juneteenth	Christmas Day
Independence Day	½ Day New Year's Eve

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
\$600 per year	\$275 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.

GENERAL INFORMATION

Position: FINANCE OFFICER
Due Date: February 24, 2025

Date Available to Start: _____

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

E-MAIL ADDRESS: _____

Are you over 18 years of age? Yes ____ No ____

Are you willing to work overtime if required: Yes ____ No ____

Are you a United States Citizen? Yes ____ No ____

Education /Training

High School Graduate: _____ GED: _____ 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.**

Driver's License Information

Do you have a valid driver's license? Yes _____ No _____

Driver's License No: _____

State of Issuance: _____ Class: _____ Expiration: _____

Have you had any moving violations in the last five (5) years? Yes No

If yes, please explain: _____

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).

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:					

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	
Skills Learned			

Volunteer Organization		Position Held	
Street	City	State	Zip
Immediate Supervisor		Phone No. ()	
Dates of Participation		Hours Per Week	
Skills Learned			

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
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Personal References (Not former employees or relatives)

Name & Occupation	Email Address	Phone Number



VETERAN'S PREFERENCE

The Minnesota Veteran's Preference Act grants veterans a limited preference over non-veterans in hiring and promotion of public employment.

To qualify for preference, you must have served on active duty in any branch of the Armed Forces of the United States for 181 consecutive days or more and have been honorably discharged; you must be a citizen of the United States and currently not receiving a monthly veteran's pension based exclusively on length of service; or be the spouse of a deceased veteran or of a disabled veteran who because of disability is unable to qualify.

The City operates under a point preference system which awards points to qualified veterans and spouses of deceased or disabled veterans. Five (5) preference points are granted for non-disabled veterans and spouses of deceased or disabled veterans at the initial selection phase or at the time of an open competitive examination, whichever is applicable. Ten (10) points are added if the veteran has a permanent service-connected compensable disability as certified by the Veteran's Administration. For promotional opportunities, five(5) points are granted to disabled veterans only (50% disability required) and these points apply only to the first promotion after securing City employment.

Please Print

Name: _____

Do you wish to claim a Veteran's Preference? Yes No

If yes, please check the preference you are claiming:

Veteran (defined as a person separated under honorable conditions who has served on active duty for a least 181 days or honorably discharged by reason of disability incurred while on active duty).

Disabled Veteran (a Veteran having a compensable service-connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, and which is currently existing).

Spouse of deceased veterans

Spouse of a disabled veteran, who is unable to use preference due to disability.

You must also submit a copy of your DD214 or any other military document that can substantiate the service information requested on the form. **Claim not accompanied by proper documentation will not be processed.** Note: This claim will be separated from your application during the recruitment process.

Signature: _____ Date: _____



**GENERAL AUTHORIZATION AND RELEASE
PURSUANT TO MINNESOTA STATUTES 13.05, SUBD. 4,
MINNESOTA DATA PRACTICES ACT**

To: _____

I, _____, hereby authorize and grant my informed consent to permit you to release to and make available to the City of Stewartville, MN and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I authorize to be released consists of private data as defined by Minnesota Statute 13.02, Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealing with you or your agency. I understand that the purpose of permitting the City of Stewartville to have access to this information is to determine suitability for employment with the City. I further understand that this information may subsequently be utilized for other purposes relating to my possible employment with the City, including verification of my records and analysis by consultants to the City who may review my suitability for employment.

By signing this authorization, I hereby release the Bureau of Criminal Apprehension from any and all liability which otherwise may or does accrue as a result of the release of any and all data, regardless of its accuracy. I also release the City of Stewartville from any and all liability for its receipt and use of data received pursuant to this consent.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the City of Stewartville or to you of that fact.

Signature: _____

Date: _____

Please return to: Cheryl Roeder, City Clerk
City of Stewartville
105 E 1st St.
Stewartville MN 55976

Tennesen Warning

I. Personnel Data

MN Stat. 13.43 classifies all personnel data. This section has a fundamental difference from other statues 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