



Now Seeking **Finance Director**

The Community

Offering big-city amenities along with small-town hospitality, Iowa City has it all. Nestled in the heart of the Midwest in east central Iowa, it has long served as a hub for culture, education, variety, and fun. The City enjoys an extensive parks and recreation system that includes nearly 1,000 acres of prairie, wetlands and forested areas with almost every Iowa City resident living within ½ mile of public open space areas. Iowa City also features a vibrant, walkable downtown. In 2008 it was designated as the first UNESCO City of Literature, and remains one of just two cities in the United States to hold this honor.

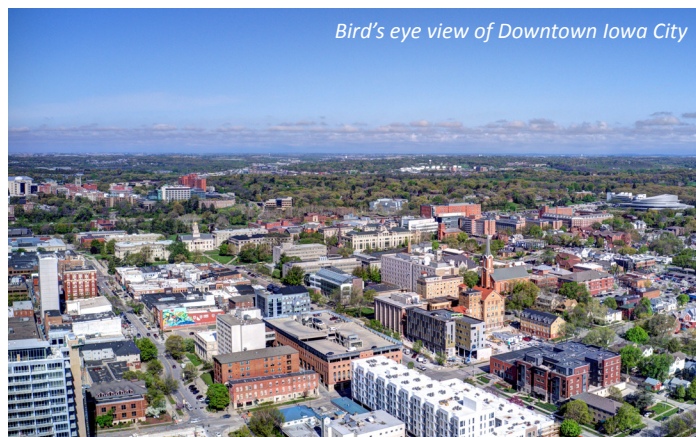
Numerous professional publications consistently rank Iowa City as a highly favorable place to do business, a vibrant center for arts and culture, and a great place to retire where seniors can age successfully. In 2019 Iowa City was ranked by Livability as No. 4 of the Top 100 Places to Live, and No. 19 on Money's Top 100 Best Places to Live. In 2018 the City was recognized by MSN Money as No. 7 of the Top 40 Cheap and Charming Places to Retire. Many other accolades can be viewed at www.thinkiowacity.com/media/rankings-and-recognitions.

Iowa City is the home of the University of Iowa with Hawkeye athletics being a regional draw for college sports enthusiasts. Our community also offers excellent healthcare facilities, including the University of Iowa Hospitals and Clinics, Mercy Hospital, and the Iowa VA Medical Center. Additionally, the City is the location of numerous private employers such as ACT, Pearson, Procter & Gamble, Oral B, and many other smaller business and manufacturing firms.

The City's fiscal year 2022 operating and capital budget totals \$195 million. The primary revenue sources are property taxes, hotel/motel taxes, user fees, permits and licenses, and franchise fees. Iowa City has received a Moody's Aaa credit rating for more than 40 years and has been recognized for its efforts in budget preparation and comprehensive annual financial reporting.



The Old Capitol, a University of Iowa focal point in Downtown Iowa City



Bird's eye view of Downtown Iowa City

Our diverse and welcoming community, located along the banks of the Iowa River and south of the Coralville Reservoir, is home to approximately 75,000 people, and is easily accessible via Interstate 80 and Highway 218. Iowa City is situated in the second-fastest growing county in Iowa, Johnson County, with a population of 142,000, and serves as county seat. Approximately 26 miles north is Cedar Rapids, serving a metropolitan area of 175,000. Several small rural towns are located throughout Johnson County. Iowa City also neighbors two bustling suburban communities, Coralville and North Liberty, and is near several other quickly-growing small cities. Explore the region and the unique attributes that make this our favorite place to be, at www.icriowa.org and www.thinkiowacity.com.

Responsive Government

Iowa City is governed by a 7-member city council elected to four-year overlapping terms, with four at-large members and three from districts. The Council selects the Mayor. The City Council appoints the City Manager, City Clerk, and City Attorney for indefinite terms. The Police and Fire Chiefs are appointed by the City Manager and approved by the Civil Service Commission and the City Council. All other staff appointments throughout the City, including the Finance Director, and oversight of the daily operations by more than 600 employees are the responsibility of the City Manager. The City's most recent strategic plan challenged Iowa City to be a more inclusive, just, and sustainable community, and our City actions and operations are modeled to meet those goals.

Finance Director Position

The Finance Director is responsible for all City financial activities. The Director administers and coordinates the operational, financial, personnel and policy activities of the Department. The Finance Department includes the following divisions: Accounting, Administration, Information Technology Services, Purchasing, Revenue and Risk Management. The Finance Director directly supervises six to ten employees and is indirectly responsible for approximately 40 employees.

Essential Functions

- Coordinates and prepares the City's annual budget and Three-Year Financial Plan for operations and capital improvements.
- Analyzes and prepares all receipt estimates and all non-departmental expenditure budgets.
- Monitors actual receipts, expenditures and cash position of each Fund.
- Reports on the City's financial status.
- Issues and coordinates all bond sales.
- Coordinates bond activities with Bond Counsel and the City's Financial Advisor.
- Analyzes departmental budget requests and processes all budget amendments.

- Interviews, selects, and evaluates the performance of the Finance division supervisors and administrative staff.
- Supervises, provides general direction, and reviews the work of division supervisors and support staff. Reviews supervisor evaluations of subordinates.
- Approves personnel changes for the Finance Department.
- Assures compliance with federal and state regulations, reporting and other related financial requirements.
- Manages the City's relationship with banking and financial institutions and oversees investment of City funds.
- Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community.

Candidate Requirements

Bachelor's degree or equivalent in accounting, finance, business administration, economics or public administration from an institution accredited by a DOE recognized accreditation body required. Minimum seven years' progressively responsible experience in governmental accounting required, or equivalent combination of education and experience. CPA and/or advanced degree preferred. Must reside in the municipal limits of the City of Iowa City. Must pass criminal background check.

Compensation and Benefits

- **Salary schedule.** Starting salary to be negotiated. Position range of \$108,596.80 - \$173,784.00
- **Medical Insurance.** Provided for employees through Wellmark Blue Cross and Blue Shield. Employees contribute 10% of premium for coverage selected.
- **Dental Insurance.** The City provides dental insurance for employees through Delta Dental. Employees have the option of purchasing family dental coverage.
- **Vision Insurance.** The City makes available an optional vision plan for employees and family through Delta Vision. Coverage is paid fully by the employee.
- **Section 125 Plan.** The City offers premium conversion and medical spending account, and dependent care spending accounts through a pre-tax Section 125 plan.
- **Life Insurance.** The City provides life insurance coverage in an amount equal to annual salary.
- **Supplemental Life Insurance.** Employees may purchase supplemental life insurance for themselves and their dependents.
- **Sick Leave.** City employees accrue sick leave at the rate of one day per month, up to a total of 1440 hours.
- **Vacation.** City employees accrue vacation at a rate of one day per month for the first five years of employment. Accrual rates increase every five years.
- **Paid Family and Parental Leave.** City employees with at least two weeks of paid accrued leave are eligible for up to four weeks of paid leave at 70% with the option to supplement to 100% of pay after their first year of employment.
- **Holidays.** City employees receive 11 holidays and one personal day each year.
- **Longevity Pay.** Longevity pay of \$325 annually is paid following five years of service. Longevity pay increases in five-year increments.
- **Deferred Compensation.** Employees may voluntarily join a deferred compensation program which includes a post-tax Roth IRA option administered by the City.
- **Pension Plan.** Iowa Public Employees' Retirement System.



The City's 2020-2021 Strategic Plan intends to foster a more inclusive, just and sustainable Iowa City by prioritizing the physical, mental and economic well-being of all residents.

Application and Selection Process

City of Iowa City online application and resume must be submitted by **January 21, 2022**. The online application can be accessed at www.icgov.org/jobs.

■ Questions regarding this recruitment process may be directed to:

Human Resources
City of Iowa City
410 E. Washington Street
Iowa City, IA 52240
319-356-5020 or email jobs@iowa-city.org

Selected candidates may be required to prepare or provide additional documentation to further assist in candidate screening.

City of **IOWA CITY**
A UNESCO CITY OF LITERATURE

The City of Iowa City is an Equal Opportunity Employer and is subject to the Iowa Smokefree Air Act.