



City of Muscatine

Finance Director

Position Overview:

The Finance Director works closely with the City Administrator, City Clerk, and Department Heads in accomplishing the goals and directives of the City Council. This position is responsible for the administration and management of financial operations, budgeting, purchasing, information systems, and parking. This position is appointed by the City Administrator with approval of the City Council.

The Finance Director must have a solid understanding of municipal finance operations and accounting. Also required are excellent communication, leadership, and presentation abilities.

The essential duties of the position include, but are not limited to:

Prepare the City budget in cooperation with the City Administrator and Department Heads for City Council's study and approval.

Monitor the budget, and overall financial position.

Attend meetings of the City Council as required.

Financial planning and analysis including review of records and monitor rate structures for enterprise funds.

Direct the management of an accounting system in a manner that meet accepted municipal accounting principles and practices and assures the City meets statutory requirements

Directs the City's purchasing policy and creates processes and protocols.

Establish processes and protocols for the City's inventory and fixed assets control.

Directs cash management program; analyzes cash flow needs; invests surplus funds according to guidelines; directs and monitors cash collection and recording procedures to provide information for prompt investment of City funds; serves as city treasurer.

Manages the debt retirement program; provides direction to the City's financial consultant regarding issuance of debt; prepares financial information for bond sale; develops capital financing plans.

Directs, monitors, or prepares required reports or reimbursement requests for state and federal grants; monitors accounting compliance to federal programs; ensures proper documentation is maintained in the accounting system.

Directs the City's information systems function, including the selection of hardware and software.

Oversees the process of collection of parking fines; ensures accountability in the issuance and collection of parking tickets; coordinates the recording system with the Parking Coordinator.

Position Requirements

Master's degree in Accounting or related field or Certified Public Accountant and five years responsible experience working in municipal accounting to include supervision and coordination of financial activities or a combination of education and experience that provides the equivalent:

Considerable knowledge of accounting principles, practices, and procedures including knowledge of municipal accounting.

Considerable knowledge of the organization of the City Government.

Considerable knowledge of effective budgeting processes.

Knowledge of principles and methods of public finance.

Knowledge of legal requirements relating to the maintenance of finance and budget records and other records related to areas of responsibility.

Skill in planning, directing and assigning the work of subordinate personnel engaged in a variety of clerical and bookkeeping activities.

Skill in maintaining important records efficiently and accurately and to prepare clear and concise reports.

Skill in communicating clearly and effectively both orally and in writing to include group presentations.

Ability to establish and maintain effective working relationships with other City officials, employees and the public.

Ability to attend meetings in various locations within the City and elsewhere as necessary.

Ability to be bonded as outlined in the City Code.

Proficient computer/software skills to complete required work.

Residency within 30 air miles of Muscatine city limit within six (6) months of appointment.

The ideal candidate will have the following abilities and attributes:

A proven leader who is honest, diplomatic, accountable, empathetic, engaged, enthusiastic, open-minded, and flexible.

Will create a strong team-oriented culture among the municipal staff, and serve as a coach, mentor, teacher, and motivator to the department heads. Establishes clear performance expectations for professional staff but allows them to do their work without unnecessary interference.

Is an effective communicator and is able to adjust his or her communication style to fit the audience and is able to communicate complex information in a manner that is concise, clear, and understandable.

Is an experienced local government administrator with a significant background in budgeting & financial management.

The starting salary range for this position is \$109,886 - \$131,872. The maximum salary is \$153,837. Benefits include a \$4800 annual car allowance and excellent fringe benefits. Residency within Muscatine city limits is required within six (6) months of employment. Relocation assistance is available for the successful candidate.

To apply, please visit the City of Muscatine career center at:

<https://www.muscatineiowa.gov/1598/Career-Center> **Application materials should include a cover letter, resume, and references.** Questions may be directed Human Resources Manager Stephanie Romagnoli, sromagnoli@muscatineiowa.gov or 563-272-2503.

Muscatine is an Equal Opportunity Employer.

