



Chief Financial Officer (CFO)-City of Dallas Center, Iowa

FLSA Status: Non-Exempt | **Reports To:** City Administrator | **Department:** Administration

A Transformative Leadership Opportunity

The City of Dallas Center is seeking a highly skilled and strategic minded Chief Financial Officer (CFO) to join our leadership team during a period of unprecedented growth. Dallas Center is a rapidly evolving exurb located just 25 minutes from the Des Moines metro area and is centrally located within Dallas County—the fastest-growing county in Iowa.

This is a dynamic, hands-on role that goes beyond routine accounting. The CFO will be a key architect in the city's future, immediately managing the financial strategy and execution of a **\$7 Million Community and Economic Development Initiative** aimed at downtown revitalization and community expansion. The successful candidate will be collaborative and mission focused. They will ensure the City's fiscal health, transparency, and accountability while fostering innovation and sustainable growth.

Purpose of Position

The Chief Financial Officer is responsible for overseeing the City's entire internal administrative and financial infrastructure, including finance and organizational compliance. Together with the City Administrator, the CFO will play a key role in budget development and participate in the care of the city's human resources. The CFO provides strategic guidance on policy, budgeting, debt management, and staff oversight to align resources with the City's long-term vision and Council priorities. The CFO is expected to perform complex professional and difficult administrative work in planning, organizing, and directing the financial activities of the City.

I. Financial Management & Strategy

- **Strategic Planning:** Forecast the sustainable financial future through modeling, projections, and the development of innovative financial strategies that support the City's health, growth and development initiatives.
- **Budgeting:** In collaboration with the City Administrator and key stakeholders prepare, present, and administer the City's annual operating and capital budgets, including all state-required reports, actively participating as a core member of the leadership team.
- **Oversight & Compliance:** Oversee all financial operations, including general accounting, payroll, and utility fund finances, ensuring adherence to GAAP, GASB, and state/federal compliance requirements.
- **Reporting:** Prepare and present accurate monthly financial reports, the Treasurer's report, and other periodic statements of the City's financial condition to the City Administrator and City Council.
- **Debt & Audit Management:** Coordinate citywide audits, manage post-issuance compliance for municipal bonds, and oversee management of City revenues and investment strategies.
- **Risk Management:** Oversee and participate in the City's risk management functions and insurance oversight.

II. Employee Services & Human Resources

- **HR Management:** Manage employee benefits, compensation systems, and HR policy development in coordination with the City Administrator.
- **Payroll & Compliance:** Administer payroll, ensuring strict compliance with federal and state regulations (including COBRA, FMLA, HIPAA, and ACA).
- **Staff Administration:** In collaboration with the City Administrator, assist with recruitment, onboarding, maintenance of personnel records, performance evaluations, and discipline.

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1502 Walnut St, PO Box 396, Dallas Center, Iowa 50063 | p 515.992.3725 | f 515.992.3764 | cityhall@dallascenter.com
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- **Compliance:** Serves as the City's Title VI Coordinator, developing and maintaining the Title VI plan and policies to prevent discrimination and ensure public accessibility.

III. Administrative Oversight & Leadership

- Directly supervise the city hall administrative services team, including city clerk and utility billing personnel.
- Provide leadership and guidance to support interdepartmental compliance and accountability in finance, HR, and administrative practices.
- Assist the City Administrator with citywide initiatives, capital improvement programs, and long-range planning.
- Implement best practices in administrative operations and ensure adherence to City policies.

Minimum Qualifications

- Graduation from a four-year college or university with a degree in Accounting, Business, Finance, Public Administration, or a closely related field.
- Minimum of five (5) years of progressive experience in municipal or governmental finance management, including supervisory experience.
- Demonstrated knowledge of municipal budgeting, public finance administration, and GAAP/GASB standards.
- Must be bondable and insurable under the City's liability insurance.
- Successful completion of a background check, professional references and the Employment Eligibility Verification Form I-9.

Preferred Qualifications

- Master's degree in Business or Public Administration (MBA or MPA).
- CPA (Certified Public Accountant) or CPFO (Certified Public Finance Officer) certification.
- Experience in a rapidly growing or transformative municipal environment.

Salary and Benefits

The City of Dallas Center offers a competitive salary and comprehensive benefits package, reflective of the responsibility of this leadership position.

The salary ranges from **\$45.67/hour to \$50.48/hour**, with the starting wage negotiable based on education and experience. The package includes full **Health, Dental, and Vision coverage**. Retirement is managed through the **Iowa Public Employees' Retirement System (IPERS)** at the standard employer rate. Paid Time Off (PTO) includes vacation (accrual follows City policy) and sick leave, which accrues at 5.33 hours per month. Compensatory time accumulation is also allowed. The City strongly supports **Professional Development**, providing paid memberships and funding for attendance at key conferences (IaCMA, IMFOA, Iowa League of Cities). Finally, the CFO receives a **Communication Allowance** (personal cell phone reimbursement) of \$35 per month.

If you are interested or have any questions, please email City Administrator John Cook at jcook@dallascenter.com or call (515) 992-3725. Qualified candidates should submit a cover letter, comprehensive resume, and three (3) professional references to the email above. References will only be contacted after the interview process.

Review of applications will begin on Wednesday October 29th with interviews to be scheduled for the week of November 3rd-7th.

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