



Finance Officer City of Boone, Iowa

Salary \$75,000 - \$100,000 Annually **Status** Full-Time (Exempt)

Location On-sight (Boone, Iowa)

Opening Date: October 24, 2025

Closing Date November 14, 2025

The City of Boone is seeking a detail-oriented and strategically minded Finance Officer to join a dynamic and forward-thinking organization to help guide our financial operations and support sustainable growth. Boone, Iowa is a progressive and growing county-seat community of 12,460 residents located 15 miles west of Ames and 45 miles northwest of Des Moines. Boone offers an abundance of outdoor activities from skiing in the winter to “riding the rails” in the summer, to beautiful hikes or a calm drive through the Ledges State Park.

With the construction of a 1.2 million square foot Daisy Brand facility underway, the City is undergoing significant infrastructure projects that include water and wastewater plant upgrades, street upgrades, water reservoir, water tower, and lift station. In addition, the community has several new housing developments underway.

Under the general direction of the City Administrator, the Finance Officer is in a highly responsible operations and oversight position. The Finance Officer oversees all financial operations of the City and maintains the official financial records. This is a small department and requires the Finance Officer to be highly involved in completing all duties.

Duties:

- Participates, plans, implements and directs various financial statutory imposed and related administrative functions of the city including budget preparation, budget reporting, revenue estimation, investment of funds, accounts payable, accounts receivables, payroll and utility billing.
- Maintains safe custody of all City funds: maintains an accurate record of funds, receipts, disbursements, payroll, special assessments, and debt service obligations: deposit funds; and reconciles and certifies cash, investments, receipts, and disbursements by fund.
- Attends City Council and other designated meetings as necessary to present financial, operational, and related reports pertaining to government operations.
- Provides guidance on financial policy, procedures, rules, regulations, programs, systems, operations, goals, and objectives.
- Manages Tax Increment Financing (TIF), including management of TIF debt, financial incentives, rebate programs, state certifications, and annual reporting requirements.
- Provides administrative support for the Mayor, Council, and Administrator.

- Provides input regarding future financial planning for the City including capital improvements and planning, financing, equipment, staffing recommendations, and development and operational planning.
- Prepares a variety of financial reports summarizing revenues and expenditures as well as budget and fund balances.
- Administers all grants awarded to the City, including financial tracking, draw down requests, and files.
- Administers all grants where the City is the grantor: issue notices, accepts applications, confirms compliance of applicants, provides financial reports for Council or Committee, issues payments, and maintains files.
- Assures that all work performed in the Finance Department meets the City's standards for customer service, accuracy, quality, and efficiency.
- Assists with the selection, orientation, training, performance management, and discipline of employees in the Finance Department in accordance with City policy.

Qualifications:

- Preferred bachelor's degree in business, accounting or finance.
- Certified IMFOA Finance Officer, preferred.
- Minimum of five (5) years of progressive experience in municipal or governmental finance management, including supervisory experience.
- Demonstrate knowledge of financial statements, GAAP/GASP standards, municipal budgeting, financial analysis, TIF, and regulatory reporting.
- Ability to establish and maintain effective working relationships with the City Administrator, co-workers, elected officials, and the general public.

The successful candidate will be required to pass a background check including a credit check prior to beginning work.

Salary and Benefits:

- Salary: \$75,000 to \$100,000
- Benefits: 11 paid holiday, sick leave, vacation, IPERS, Health, Dental, Vision, and Life Insurance, and Cafeteria Plan,

To apply for the position please submit a cover letter, resume, application, and five (5) professional references to clerk@booneiowa.gov or mail to City of Boone, Attention: City Clerk, 923 8th Street, Boone, IA, 50036. Applications can be found at www.boonegov.com.

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