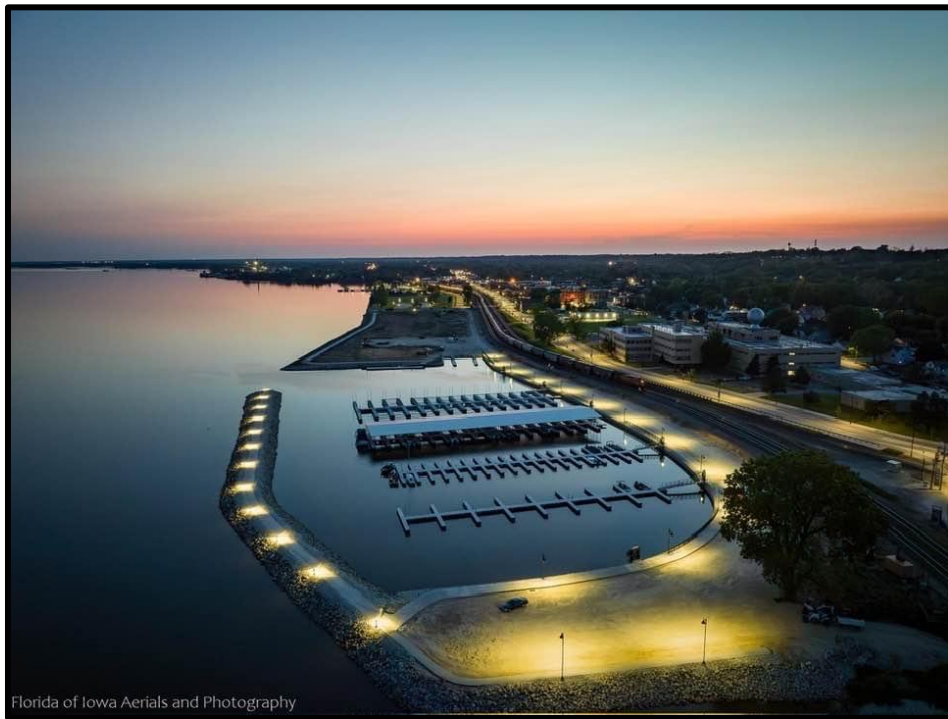




Finance Director

The City of Fort Madison, Iowa, is searching for their next Finance Director. Fort Madison is in southeast Iowa, along the Mississippi River. A community of 10,270 people, it is one of Iowa's oldest communities, with a rich history. Our name, Fort Madison, refers to the area's previous use as a military outpost from the early 1800's and the War of 1812. Homes dating back decades and further into the 1800's make up our Park-to-Park District. Fort Madison is also the home of the Tri-State Rodeo, our annual Mexican Fiesta celebrating longtime traditions in our community. It also hosts events honoring the great Mississippi River and trains that pass-through Fort Madison.



Fort Madison Marina at Riverview Park

The City of Fort Madison has 85 full-time employees and operates with a \$34,000,000.00 budget, comprising Tax dollars, enterprise funds, grants, and other resources.

Several large projects are being planned and implemented in the current and next fiscal years, such as:

- Fort Madison Fire Station
- Fort Madison Consolidated Public Works Department
- 10th Street Sewer Separation Project
- Avenue L: 30th – 40th Street
- Port Trail Projects

Finance Director/Treasurer Position Summary

The Finance Director/City Treasurer serves as the City's chief financial officer and custodian of municipal funds and will report to the City Manager. This position works closely with the City Manager and other departments to responsibly manage all financials of the operations, including accounting, budgeting, payroll, investments, debt management, and financial reporting. The Treasurer duties includes the following: receipt, management, and disbursement of all City funds, certifying assessments and taxes, and ensuring compliance with Iowa Code and municipal regulations.

Essential Duties and Responsibilities

Finance Director Functions

- Oversee all financial actions of the City with the City Manager on behalf of the City Council.
- Oversight of the accounts payable and receivable for the City.
- Oversight of bi-weekly payroll, and employee benefits.
 - Filling for all extra items that include, but not limited to, IPERS, MRPRS, federal deposits, child support payments, 457 Account Filings, Quarterly 941 reports, and unemployment reports.
- Work closely with the City Manager to prepare the annual operating and capital budgets.
- Maintain complete records of income, expenses, and fund balances.
- Manage short- and long-term investments and cash flow.
- Work with bonding agents and financial advisors on debt issuance and management with the City Manager.
- Prepare documents needed for annual audit and other state reports.
- Submit required annual reports, including Adopted Budget, Annual Financial Report, Road Use Tax Report, Tax Increment Financing (TIF) Report, Debt Certificates.



Photo by Travel Iowa

Treasurer Functions

- Receive, account for, and disburse all City funds in accordance with Iowa law.
- Certify assessments and taxes levied by the City Council to the County Treasurer.
- Ensure proper investment in revenues and maintain accurate records.
- Prepare monthly and annual financial reports for audit and Council review.
- Oversee ACH transfers, tax apportionment, and compliance with state reporting.
- Maintain internal controls to safeguard public funds.

Utility Billing

- Works closely with the City Manager and Public Works Director on utility rates for water, sewer, solid waste, and storm water.
- Oversee the billing for all utilities and customer service-related issues regarding billing and start/stop of services.
- Filing of taxes for water and sewer.
- Prepare and recommend to the City Clerk the list of delinquent bills for certification and income offset filing.

Economic Development

- Work closely with the City Manager and other staff members that participate in Urban Renewal and Urban Revitalization.
- Work with the City Manager on Development Agreements for economic development.



Train Depot – Amtrak Station

- Oversight of TIF rebates.

Other Responsibilities

- The City Manager may assign other duties requiring the oversight of the Finance Director.
- Any expected training for Finance Directors.

Required Qualifications

- Education: Bachelor's degree in accounting, finance, public administration, or related field or associates degree with years of experience in accounting and finance.
- Skills: Strong leadership, analytical, and communication skills; proficiency in financial software and Microsoft Office.

Salary Range

City of Fort Madison offers an excellent benefit package including:

- Health, dental, and vision insurance.
- Retirement planning with IPERS and Mission Square investment opportunities.
- Vacation and sick leave with ten (10) holidays and three (3) personal days.

The City of Fort Madison is an Equal Opportunity Employer.

Salary range for the position of Finance Director for the City of Fort Madison is 75,000 – \$85,000.00.

Application Process

Please send a cover letter, resume and professional references to Laura Liegois, City Manager, at the City of Fort Madison by ***Friday, January 2, 2026 at 4:30 pm***. *Information should be submitted to citymanager@fortmadison-ia.com.*

For further information on the Finance Director/Treasurer position for the City of Fort Madison, please contact Laura Liegois, City Manager at 319-372-7700, etc. 203 or citymanager@fortmadison-ia.com.