

Opportunity Profile

Executive Search for:
Finance Director



pleasant hill



ABOUT PLEASANT HILL

Selecting Pleasant Hill, Iowa, as the place to live, do business, and work is intentional. People choose Pleasant Hill because they share in the commitments to the community. They want a thriving quality of life. They want a strong school district. They want the closest connection to the vibrant attractions of downtown Des Moines while enjoying neighborhood-level access to more than 300 miles of peaceful trails. They value engagement and partnership. They want to make a difference. So: they are intentional. They choose Pleasant Hill.

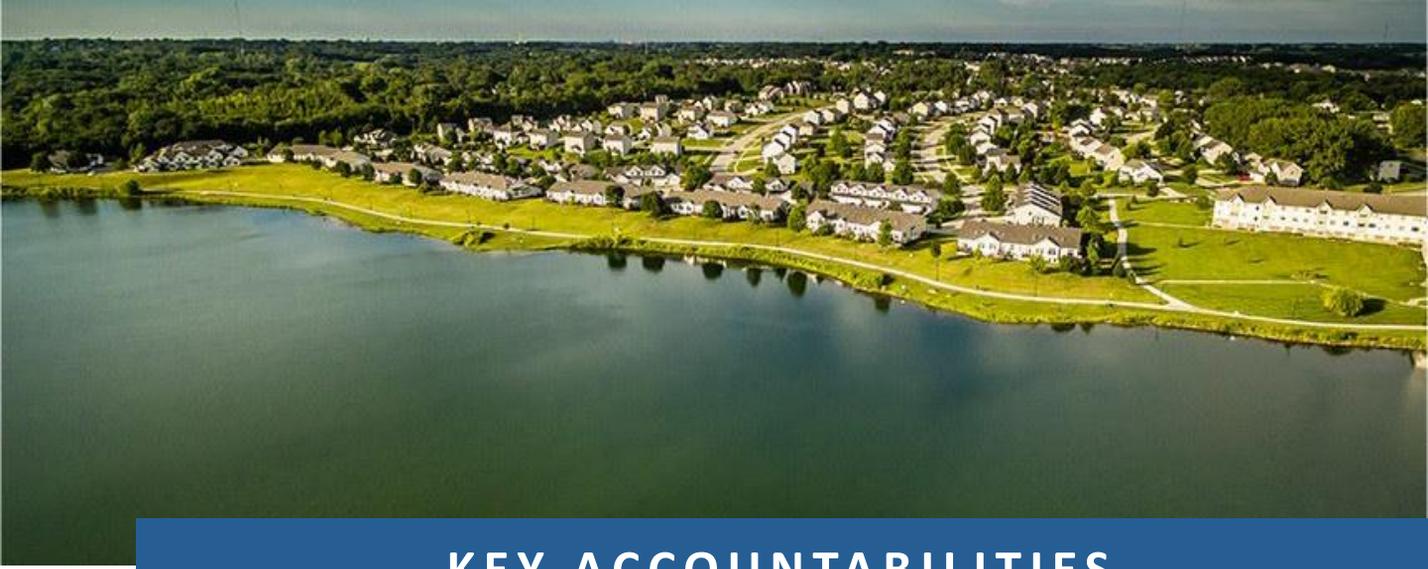
The City continues to invest in infrastructure and quality of life amenities including parks, trails, and art. City Staff and elected officials are relentlessly committed to partnering on redevelopment in the community and bringing new commercial services and businesses. Pleasant Hill is a Home Base Iowa community with a 200+ acre Certified Site and has more than 500 acres of land available along the Highway 163 corridor primed and ready for high-quality commercial and mixed-use development. Pleasant Hill has been experiencing exponential growth and record building permits in recent years. Each day, City staff and elected officials are Intentional, Transparent, and work with Integrity toward common goals set forth in the City's Comprehensive and Strategic Plans.



OPPORTUNITY OVERVIEW

The Finance Director role provides strategic oversight of all financial operations, including budgeting, forecasting, reporting, treasury management, and payroll, ensuring fiscal integrity, strong internal controls, and responsible stewardship of public funds. As a trusted advisor to leadership, this position delivers clear financial guidance to support sound decision-making and long-term stability.

In addition to financial leadership, the role includes limited statutory City Clerk responsibilities, ensuring accurate recordkeeping, proper documentation of governing body actions, and compliance with required certifications and public records standards.



KEY ACCOUNTABILITIES

Financial Oversight & Management

Oversees the City's financial operations, ensuring fiscal integrity, regulatory compliance, sound internal controls, and responsible management of public funds, including budgeting, reporting, and treasury functions.

- Provides city financial advice and recommendations to the city manager and council.
- Establishes and maintains internal control procedures and required accounting practices.
- Oversees maintenance of financial records and preparation of required financial reports.
- Along with City Manager, co-creates and contributes to city budget preparation and execution, financial planning, and forecasting.
- Oversees payroll, investment of city funds, collection of revenues, and accounts payable.
- Performs duties of city treasurer as specified in the Code of Iowa and local ordinances.

Team Leadership

Provides departmental leadership and operational oversight, including staff supervision, performance management, personnel administration, and enforcement of city policies and ethical standards, ensuring continued development and high levels of team engagement.

- Manages and supervises clerk's office operations and staff.
- Provides or ensures training for new employees.
- Performs annual performance evaluations.
- Maintains personnel records and resolves any employee grievances.
- Advises the city manager of departmental needs or concerns.
- Ensures enforcement of approved city policies, and is responsible for informing staff of legal and ethical issues involving confidential data.

Strategic Planning Support & Operational Efficiency

Supports organizational effectiveness by participating in long-range planning, forecasting, policy development, capital improvement planning, and interdepartmental coordination to enhance service delivery and operational efficiency.

- Participates in the development of short- and long-range plans.
- Gathers, interprets, and prepares data for studies, reports, and recommendations.
- Coordinates department activities with other departments and agencies.
- Plans and recommends maintenance and capital improvement programs.
- Recommends and assists in establishing city policies and guidelines.

KEY ACCOUNTABILITIES [cont.]

Stakeholder Engagement, Service Excellence, & Professional Growth

Serves as a key liaison between the City and the public, regional partners, and professional organizations while expanding expertise, providing trusted service excellence, maintaining required certifications, and exploring additional development opportunities.

- Provides information to citizens, co-workers, and others.
- Represents the city on regional boards and commissions as directed.
- Attends workshops and seminars to maintain or enhance certification and expertise.

City Clerk Duties

(Statutory, Legislative, & Records Functions)

Serves as the official record keeper and legislative administrator for the City, ensuring legal compliance, accurate documentation of council actions, public transparency, and proper certification of municipal records and proceedings.

- Attends City Council meetings, including preparation of agendas and packets and accurate recording of proceedings and council actions.
- Prepares and maintains official legislative documents and records, including minutes, ordinances, resolutions, and related filings.
- Serves as custodian of official City records, ensuring proper indexing, public access, and statutory compliance.
- Certifies, publishes, records, seals, and attests to ordinances, contracts, bonds, deeds, and other legal documents as required by law.
- Provides procedural support to boards and commissions, administers oaths of office, oversees permits and licenses, and interprets municipal codes.



SKILLS & RELATED EXPERIENCE

The ideal candidate should match as many of the skills and experience listed below as possible:

- Strong leadership and staff supervision skills
- Advanced knowledge of municipal finance, accounting, and budgeting
- Understanding of public administration and municipal government operations
- Ability to interpret and apply federal, state, and local laws and regulations
- Excellent written and verbal communication skills
- Strong analytical skills and sound independent judgment
- High level of integrity and ability to manage confidential information
- Proficiency in financial systems and standard office software
- Ability to develop policies, procedures, and long-range plans
- Effective interpersonal skills for working with elected officials, staff, and the public



EDUCATION & REQUIREMENTS

Required Education Bachelor's Degree in Accounting, Finance, or Public Administration, or related field, or equivalent combination of education and experience.

Preferred Education Master's Degree in Accounting, Finance, or Public Administration. Certified Municipal Clerk or sufficient training to be a Certified Municipal Clerk.

Experience Required

A minimum of 5 years of related experience in municipal government



APPLICATION & SELECTION PROCESS

Apply

- Interested candidates complete the online application: [APPLY: Finance Director](#)
- Upload a resume and cover letter.
- The online application will be posted until the position is filled.
- If you are interested in the position, please inquire as soon as possible.

Initial Screening

- A Sagency Search Consultant may schedule an initial 15-20 minute phone call with qualified applicants.

Sagency Interview

- A Sagency Search Consultant will schedule a 60-minute interview with specific candidates.

Online Assessment

- After this initial interview process with Sagency, qualified candidates may be asked to complete an online assessment prior to scheduling an interview with Pleasant Hill Search Committee.

Client Interviews

- First-round interviews with Pleasant Hill Search Committee

*If you are interested, please submit your resume as soon as possible.
Thank you for your interest in this position.*