

CITY OF BOONE, IOWA
FINANCE OFFICER
POSITION PROFILE



POSITION BRIEF

Under the general direction of the City Administrator, the Finance Officer is in a highly responsible operations and oversight position. The Finance Officer administers the financial operations of the City, maintains the official records of the City and performs related work as required.

Compensation: \$115,000 - \$140,000

Exempt Position

Benefits: health, dental, vision, and life insurance, cafeteria plan, IPERS Pension, 11 paid holidays, sick and vacation.





THE CITY

Boone, Iowa is a growing community of 12,460 residents located 15 miles west of Ames and 45 miles northwest of Des Moines. Boone is the county seat of Boone County and has retained its charm of a prosperous Victorian era Boomtown with its well-preserved older homes, historical buildings, and quaint downtown shops. Boone is served by 4-lane US Highway 30 and is located within 15 miles of Interstate 35.

Major employers include: Fareway Grocery Store, Union Pacific Railroad, Boone County Hospital, CDS Global, Boone Community School District, and Bayer Crop Science.

Demographics & Amenities:

Population: 12,460

Average Age of Residents: 41.3 years

Median Home Price: \$212,000

Median Household Income: \$69,630

Graduation Rate: 92%



Education:

Boone Community School District: in the past five years, the school district has invested more than \$40 million in new facilities, facility improvements, and safety upgrades; including a new elementary school. Boone School District promotes a work-based learning model, partnering with local companies to provide real-life job experiences; and encourages students to look beyond the high school curriculum by taking college courses through the DMACC campus or online.

Boone has two parochial schools serving Preschool through 8th Grade. Sacred Heart Catholic School has approximately 160 students and Trinity Lutheran School has approximately 100 students enrolled.

Des Moines Area College (DMACC) and Iowa State University: The Boone DMACC campus is the largest two-year community college and is the only campus with Varsity Athletics offering 12 NJCAA DII Athletic Programs. Iowa State University is only 15 minutes to the east of Boone City limits, offering the opportunity for further education or activities such as attending a games or concerts.

Health Care:

Boone County Hospital partners with Iowa Clinics to bring specialized care to our community, allowing our residents to get the care they need close to home. Daily health care needs are served by a Walk-In Clinic and a two family medical clinics.

ACTIVITIES

Boone Scenic Valley
Railroad:
<https://bsvrr.com>

Iowa Arboretum:
<https://iowaarboretum.org/partnerships/resources/>

Ledges State Park:
<https://www.iowadnr.gov/places-go/state-parks/all-parks/ledges-state-park>

Rail Explorers:
<https://www.railexplorers.net/locations/boone>

Seven Oaks:
<https://sevenoaksrec.com/>



Activities:

With several organizations leading events in the downtown area, there is always something to do. Boone County Visitors Bureau holds Nights on the Green the first Friday of the month from May through October with music and activities. Shops on Story, a group of downtown business owners organizes fun events throughout the year such as Summer on Story, Sips on Story, and different Holiday themed events. Boone was designated as an Iowa Main Street Community in 2024.

Parks: Boone has many neighborhood parks throughout the community; with the largest park located on the south side of town. McHose park consists of two enclosed rental shelters, open shelters, three ball fields, six tennis courts, sand volleyball, basketball court, six playgrounds, nature trail, equestrian area, fishing pond, bike trail, disc golf and the outdoor pool.

Ericson Public Library: Boone has an excellent library that has served the community for 125 years. Offering more than just printed materials, this is a hub of resources, services, activities and community.





Culture in the Organization:

The City of Boone has a strong history of a dedicated and stable management team, with six of the department heads being with the City for over 20 years. Staff is committed to working as a team and bringing great service to the community while being fiscally mindful.

Government:

Boone is a full-service local government, including administration, cemetery, finance, fire, police, planning and development, parks, pool, library, public works, airport, water, and wastewater utilities. With 65 full-time and 85 part-time and seasonal employees.

The City of Boone is chartered as a Mayor-Council form of government. The Mayor is elected for two-year terms and chairs meetings of the Council but does not vote. There are seven (7) council members elected to four-year terms; two are elected at-large. The Council meets in regular session on the first and third Mondays of the month.

Financial Stats:

City's Tax Rate for FY 27: 15.12578

General Fund Operating Budget: \$8.7 million

Capital Improvement Budget: \$15 million

Moody's Bond Rating: 1A



GROWING COMMUNITY:

In 2024, Daisy Brand announced the construction of a new 1.2 million square foot facility on the eastern edge of the City. Daisy Brand is the leading producer of sour cream and cottage cheese and will employ over 200 employees at full production.

In recent years, Boone has seen a significant increase in new housing. In 2025, Boone issued 170 residential building permits, these primarily were for leased units. Two (2) new single-family housing development are underway in 2026, Oak Park an executive housing development has begun constructing homes with 53 lots available and Erb Park Estates has begun the construction of the infrastructure for a 3-phase development totaling 49 lots. In addition, Boone promotes construction of new homes on in-fill lots or rehabilitation of older homes through their tax abatement program and housing incentive program.

With the announcement of Daisy Brand, Boone's Capital Improvement Plan is focused on the infrastructure needs of the Community and Daisy. Improvements include street improvements, water and wastewater plant upgrades, water and wastewater infrastructure upgrades including new force main and transmission main, water tower, lift station, and a well.



PURPOSE OF POSITION:

The Finance Officer role provides strategic oversight of all financial operations, including budgeting, forecasting, reporting, treasury management, accounts payable, payroll, ensures fiscal integrity, and strong internal controls.

ESSENTIAL JOB DUTIES:

- Financial Management & Strategy
 - **Strategic Planning:** Forecast the sustainable financial future through modeling, projections, and the development of innovative strategies that support the City's 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, accounts payable and receivables, grant requirements, utility fund finances, development agreements, ensuring adherence to GAAP, GASP, and all state and federal requirements.
 - **Reporting:** Prepare and present accurate monthly finance reports and other periodic statements of the City's financial conditions to the City Administrator and City Council.
 - **Debt & Audit Management:** Coordinate citywide audits, manage post-issuance compliance for municipal bonds and grants, and oversee management of City revenues and investment strategies.
 - **Risk Management:** Oversee and participate in the City's risk management and insurance oversight.
- HR Management
 - **HR Management:** Manage employee benefits, compensation systems, and HR policy development in coordination with the City Administrator.
 - **Payroll Compliance:** Oversee payroll, ensuring strict compliance with federal and state regulations including COBRA, FMLA, FLSA, HIPPA, and ACA.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to take initiative and work efficiently.
- Ability to work independently with intermittent direct supervision.
- Strong management skills: ability to lead, mentor, counsel, and develop others.
- Strong software skills: Microsoft 365 (Excel, Word, Outlook, and PowerPoint), PlanIt, and Caselle.
- Knowledge of Tax Increment Financing (TIF) and Urban Revitalization Laws.
- Knowledge of payroll, state and federal regulations, and employee benefit administration.
- Ability to deal professionally, confidentially, and tactfully with employees, management, citizens, bankers, and other business associates.
- Excellent written, oral, and interpersonal communication and listening skills.
- Problem solving, sound judgement and decision-making abilities.
- Accurate math skills.
- Ability to concentrate in a diverse work setting.
- Maintain confidentiality.
- Perform job functions adhering to safety guidelines and policies set forth by the administration and/or supervisor.
- Knowledge of federal and state tax laws
- Knowledge of typical office equipment.



QUALIFICATIONS:

Education: Bachelor's degree in accounting or finance.

Preferred Education: Master's degree in accounting, finance, or public administration, Certified Municipal Clerk or sufficient training to be a Certified Municipal Clerk. Certified Public Accountant.

Experience: A minimum of 5 years of related experience in municipal government.

Valid Iowa Driver's License.

Must be bondable.

HOW TO APPLY:

The City of Boone is an equal opportunity employer.

If interested please submit a City Employment Application, cover letter, resume, and 5 professional businesses references to clerk@booneiowa.gov or mail to:

City of Boone
PO Box 550
923 8th Street
Boone, Iowa 50036

Employment application can be found at www.boonegov.com

Position will remain open until filled.

Questions about the position can be directed to Ondrea Elmquist, City Administrator at oelmquist@booneiowa.gov

