

CITY OF BOONE, IOWA
Assistant FINANCE OFFICER
POSITION PROFILE



POSITION BRIEF

An entry level position, with an opportunity to learn about the inner workings of a local government. The

Assistant Finance Officer will be responsible for processing accounts payable, payroll, and the financials of various projects.



Compensation: \$66,000 - \$70,000

Non-Exempt Position

Benefits: health, dental, vision, and life insurance, cafeteria plan, IPERS, Pension, 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:

To process all accounts payable invoices, assist with payroll, maintain accurate records, and assist the Finance Officer with tracking and compliance of the financial regulations related to large projects.

ESSENTIAL JOB DUTIES:

Accounts Payable: Process all accounts payable invoices: review of all invoices for compliance, reconciling invoices and statements, accurately entering invoices into accounting software, maintaining vendor information, process annual 1099s, creating and maintaining all accounts payable reports and files, and staying informed with any new regulations.

Payroll: Process payroll for all employees: making changes to employees setup, reviewing payroll journals for accuracy, processing payroll deductions and withholdings, ability to think through issues or new situations to determine the best way to process employee timesheets, answer employee questions regarding payroll forms and pay stubs, process W-2s and 1095s, and stay informed with new regulations.

Financial Tracking: Financial tracking of various projects: tracking via excel spreadsheets the expenditures and revenues for all projects, reconciliation of spreadsheets to pay requests and to accounting software, create draw down request for reimbursements of grants, maintaining project files for compliance.

Clerical:

- Perform a variety of record keeping activities for the City such as scanning, filing, and maintaining records as set forth in the Record Retention Manual and/or internal policy for all records pertaining to accounts payable, payroll, personnel files, and projects.
- Perform financial/clerical duties: file month pool taxes and motor vehicle fuel tax refunds, and reporting of fuel use.
- Customer Service duties both internally and externally through verbal and written communications.
- Process Mail: Duties include sorting incoming mail for all departments, putting postage on all outgoing mail and taking all outgoing mail to the post office.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to take initiative and work efficiently.
- Ability to work independently with intermittent direct supervision.
- Strong software skills: Microsoft 365 (Excel, Word, Outlook, and PowerPoint).
- 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 use a 10-key calculator.
- 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.



QUALIFICATIONS:

Education: Bachelor's degree in accounting or finance.

Valid Iowa Driver's License.

Must be bondable.

Residency requirement: Must live within 30 miles of City of Boone corporate limits or willing to move within 6 months after accepting the position.

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 with Assistant Finance Position in subject line or mail to:

City of Boone
Attn: Clerk
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

