



Finance Manager Position Profile

Pay Range: \$157,394 to \$204,610 (annually)

Post Date: September 3rd, 2026

Deadline to Apply: September 23rd, 2026, at 8:00am (central time)

Review Applications: within a week of application

Interviews (Virtual) & Reference Checks: within a week of application

Interviews (In-Person): anticipated to be on October 9th, 2026, and/or October 12th, 2026

Pre-Employment Process: Mid-Late October 2026

Expected Start date: Early November 2026

Details

- Full-Time, Exempt
- Benefits Eligible Date of Hire
- Reports to City Manager
- Located at Eden Prairie City Center (8080 Mitchell Road Eden Prairie, MN 55344)
- Typical hours are 8:00 a.m. to 4:30 p.m. Hours may vary based on business need.

Responsibilities

The Finance Manager supports the Finance Division, City staff, and the public by directing and leading the finance team to ensure timely and accurate reporting of financial information that reflects the City's high professional standards. The primary position responsibilities and areas of impact are:

- Develops strategies to enhance the operations of the City. Provides oversight to all the financial activity of the City.
- Oversees the Finance Division and the Liquor Operations to ensure efficient and effective operations within the team including utility billing, accounts payable, accounting, and the City's liquor operations.
- Manages the Finance Division including setting performance objectives and measuring outcomes for staff members. Oversees and assists with various projects including software implementation, technology improvements, process improvements, accounting changes, development, maintenance of financial models, etc.
- Manages and accounts for investment portfolio of \$171M dollars. Manages debt issuance and defeasance. Oversees and assists with the annual audit, quarterly reporting, etc.
- Coordinate with the City Manager, the annual budget process and bi-annual Capital Improvement Plan (CIP) process with an annual budget of over \$140M and a \$350M CIP.

While these areas are the primary focus of this position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

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Requirements

- Bachelor's degree in related field is required.
- Minimum of at least five combined years of progressive professional finance experience, including at least two years in the public sector and three years in either the public or private sector is required.
- Minimum of two years of supervisory experience is required.
- Knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), and financial software is required.
- Certified Public Accountant (CPA) and/or Certified Public Finance Officer (CPFO) certification is preferred.
- Proficiency in Microsoft Office (Word, Excel, Outlook) is required.
- Advanced experience using Microsoft Office Excel is preferred.
- Physical effort is light for the majority of work with lifting or carrying limited to 25 pounds intermittently. There are intermittent visits to City Department locations, some of which are in other areas of the city. There is a need to make presentations, which involves public speaking in front of City leaders. Between 15% and 45% of the time there is pressure associated with a project or activity deadline. Report preparation and writing at times requires extended use of a keyboard. Work interruptions are frequent. Most work is performed in a normal office environment. Occasional driving or riding is required to attend meetings. Occasionally, the job may involve dealing with and calming individuals who are emotionally charged over an issue.
- Candidates must successfully complete and pass the City's evaluation of the pre-employment process prior to their first day of employment. Pre-employment processes for this position include professional reference checks, background check, work history verification, education verification and leadership evaluation.

Skills

- **Composure:** Exhibits self-confidence and asserts self appropriately to advocate a point of view. Is cool under pressure. Can be counted on to hold things together during tough times. Can handle stress. Maintains balance even when unexpected circumstances arise. Able to identify and manage crisis situations. Faces adversity head on. Energized by tough challenges.
- **Creativity:** Effective at generating and utilizing creative ideas. Can facilitate effective brainstorming to gather information from several sources and in group settings. Can project how potential ideas may play out in the organization. Has good judgment about which creative ideas and suggestions to implement. Strategically approaches situations for desired positive outcomes.

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- **Decision Making:** Can be counted on to independently make solid decisions based upon a mixture of analysis, experience and judgment. Able to take learned decisions in one area and apply in similar situations. Determines appropriate course of action after weighing and analyzing different options. Presents solutions and suggestions within the appropriate channels. Understands competition within a private marketplace. Develops effective business strategies to maximize profit or value to customers. Displays an in-depth understanding of specific legal area. Routinely guides others to make lawful decisions.
- **Delegation:** Identifies ways other team members can help achieve a goal. Follows-up, feedback, coaching and mentoring that is tailored to the person's work style. Provides appropriate tools and resources to assist others in acting independently. Assists others during the project planning phase by breaking down tasks, sharing tools and providing clear direction.
- **Motivating Others:** Creates a climate in which people want to do their best. Makes each individual's work feel important. Is someone people like working for and with. Able to motivate direct reports, project members and a team. Invites input and encourages contribution. Empowers others by sharing responsibilities and accountability.
- **Hiring Talent:** Makes appropriate staffing decisions based on the right mixture of facts. Follows all legal requirements, policies and procedures. Practices equal and fair treatment and opportunity for all. Able to identify talent and potential. Hires the best people. Assembles a balanced and capable team and builds a network of resources. Able to identify talent and potential. Develops succession plans to anticipate and prepare for team change.

Our Values

We are a service organization. We take pride in what we do. We cultivate a supportive, encouraging and productive culture with a strong customer focus. We promote wellness and plan work/life balance into our goals. We value differences and foster inclusion. We achieve success by exhibiting our core values: **collaboration, innovation, integrity, performance, and relationships.**