



Assistant Finance Director

Job Type: Full time
Division: Finance & Administration
Department: Finance
Salary: \$41.90 – \$53.12/hour
FLSA Status: Exempt
Union: None
Deadline: Friday, October 30, 2026 at 4:30 p.m.

The City

Fairmont, founded in 1857, is a city with a population of 10,000+ located in southern Minnesota at the intersection of I-90 and Hwy 15. It is the county seat of Martin County. Set amidst the prairie, Fairmont is surrounded by farmland and is roughly 15 square miles in size. In addition to its strong agricultural ties, it is home to a chain of five beautiful lakes and has earned the nickname "City of Lakes". The lakes provide entertainment in the form of boating, fishing, swimming, and more! The city also boasts nearly 400 acres of parks, playgrounds, athletic fields, a mini golf course, and a disc golf course; a variety of businesses and dining establishments; public and private school systems; top-tier healthcare facilities; and an appreciation for arts, culture, and local history. These amenities offer a good quality of life to residents and foster a strong sense of civic pride.

The Organization

The City of Fairmont is made up of approximately 95 full-time employees and 15 part-time employees who support various functions relating to administrative/financial services, community development, public safety, public works and utilities (engineering, electric, parks, streets, water, wastewater), and other municipal amenities including an airport and liquor store. It employs roughly 85 additional staff on a seasonal basis to support its aquatic park and public works/utilities operations. It has a fire department consisting of about 30 paid-on-call firefighters as well.

Fairmont is a home rule charter city with a Council-Administrator form of government. The city council is comprised of six elected officials who govern the issues related to the city. The mayor and councilmember-at-large are elected by all Fairmont citizens. The additional four councilmen are elected by the citizens of the ward they represent.

The Department

The Finance Department is responsible for the administration, direction, and coordination of all financial services of the organization. This involves financial planning, budgeting, treasury management, investments, purchasing, auditing, accounting, payroll, insurance, and utility customer services. Six full-time employees make up this department.

Position Summary

The Assistant Finance Director supports the organization's financial operations by preparing budget and audit materials, producing financial and regulatory reports, and maintaining accurate accounting records. The position reports to and collaborates closely with the Finance Director, and it also works with the Public Utilities Commission. It is responsible for supervising two full-time utility billing staff as well. If you are a detail-driven, analytical professional who is looking to serve the community, consider this exciting opportunity!

The typical work schedule is 8:00 a.m. to 4:30 p.m., Monday – Friday. Additional hours may be required as necessary.

Minimum qualifications: Bachelor's degree in accounting, finance, or related field; at least three years' experience in the accounting field (including work in accounts receivable, accounts payable, and payroll); and at least one year of supervisory experience. Preferred qualifications: at least three years in governmental finance and experience with utility billing software, comprehensive financial report preparation/auditing, and budget preparation/capital planning.

Successful candidates will possess a thorough understanding of accounting standards; strong Excel and financial software skills; excellent analytical, communication, and customer service abilities; and the capacity to supervise and support staff. They must also pass criminal background, credit, and driver's license checks upon receiving an employment offer.

The salary range for this position is \$41.90/hour – \$53.12/hour with an anticipated starting salary up to the midpoint, DOQ. The City also provides a competitive benefits package which includes medical, dental, vision, and life/AD&D insurances; HSA and FSA spending plans; paid time off (holidays, sick time, and vacation time); an Employee Assistance Plan service; a MN PERA benefit for qualified employees; and a deferred compensation plan.

More Information

Visit the City's website (<https://fairmont.org/jobs-2/>) to view the complete job description and application instructions. Incomplete applications or those received after the established deadline will not be considered.