City of West Saint Paul, Minnesota

Finance Director

Position Profile

Position	**Finance Director**
Supervision	**Finance and IT Staff**
Salary Range	**$95,731 to $119,664**

City of West Saint Paul, Minnesota

The City of West Saint Paul is a diverse, first ring suburb located adjacent to Minnesota's Capital City of Saint Paul. This full-service community with a population of 19,709 is conveniently located minutes away from Interstates 35E and 94, as well as the Minneapolis/ St. Paul International Airport. And yet with all its urban amenities, you will find relaxation in the City's 15 parks, municipal golf course, ice arena, sports dome and municipal pool. The City is also home to the Dodge Nature Center, Southview Country Club, Dakota County's Northern Service Center and Thompson County Park.

Settled in 1848 and incorporated in 1889, the City of West Saint Paul currently has a AA Bond Rating.

Running through the middle of this five-square mile community is the South Robert Street Business Corridor – home to many of the city's over 600 thriving businesses and restaurants.

Entity	**West Saint Paul**
County	**Dakota**
Population	**19,709** (est.)

Mission Statement

Promoting and preserving a community of excellence by the ethical, responsive, efficient and innovative provision of services.

WHAT WE'RE LOOKING FOR

Knowledge of

- The principles and practices of financial planning and analysis, budgeting, taxation and user fees, investment and debt management, auditing, governmental accounting practices and procedures.
- The functions, organization, staffing and operating procedures of public agencies.

Skilled in

- Spreadsheets, specialized financial and accounting software and financial presentation software related to financial information and management systems.

Ability to

- Effectively perform a broad range of supervisory and managerial responsibilities.
- Establish and maintain effective professional relationships with city employees, public officials, citizens and the financial community.
- Clearly communicate ideas, explanations and recommendations both orally and in writing, in individual and group settings.

Leadership Qualities

Motivate and challenge employees through decisive and participatory leadership. Create and foster a positive, collaborative and productive workplace culture.

Communication

Provide clear direction to staff and sound recommendations to the City Manager and City Council through strong written and oral communication. Display strong listening, articulate writing and effective public speaking skills.

Team Building

Build and develop a strong staff team. Encourage the delivery of high quality professional services to build public trust.

Professional Opportunities

National and State Conference Attendance - Attendance at conferences is highly recommended and supported by the City to stay abreast of trends and innovations in the field and maintain credentials.

Financial Management

West Saint Paul's total budget for 2017 is $32,000,000 including all budgeted funds for the City and capital improvement projects. The City's General Fund Budget for 2017 is $13,500,000.

The City maintains an excellent financial position, with a Standard and Poor's rating of AA.

Minimum Qualifications

1. Bachelor's Degree in accounting, finance, business administration, public administration, or a related field.
2. Five years of responsible professional experience in government sector accounting and finance, including at least two years of experience overseeing capital planning and budgeting, or an equivalent amount of private or non-profit sector experience.
3. Two years of supervisory experience.
4. Must possess and maintain a Class D MN driver's license or equivalent out of State license.
5. Must pass a thorough background check including credit history.

Preferred Qualifications

1. Master's Degree in one of the above areas.
2. Attainment of CPA
3. Experience as a Finance Director or Assistant Finance Director
4. Local Government finance and accounting experience.

West St. Paul Enterprise Facilities

The City has an Ice Arena, Sports Dome, Swimming Pool and Golf Course that operate as enterprise facilities. West St. Paul also has a utility enterprise.

John V. Hoene Ice Arena

The Ice Arena was recently under construction to add new flooring and ice to meet federal requirements. The City was awarded a Mighty Ducks grant and worked with Mendota Heights and the School District to share the costs of the upgrades.

Outdoor Pool

The outdoor pool is managed by the YMCA under contract with the City. City staff performs the maintenance of the facility.

Regional Athletic Center Sports Dome

The Sports Dome is currently managed by an outside firm and is financially stable with many contracted users. City staff perform year-round exterior maintenance.

Thompson Oaks Golf Course

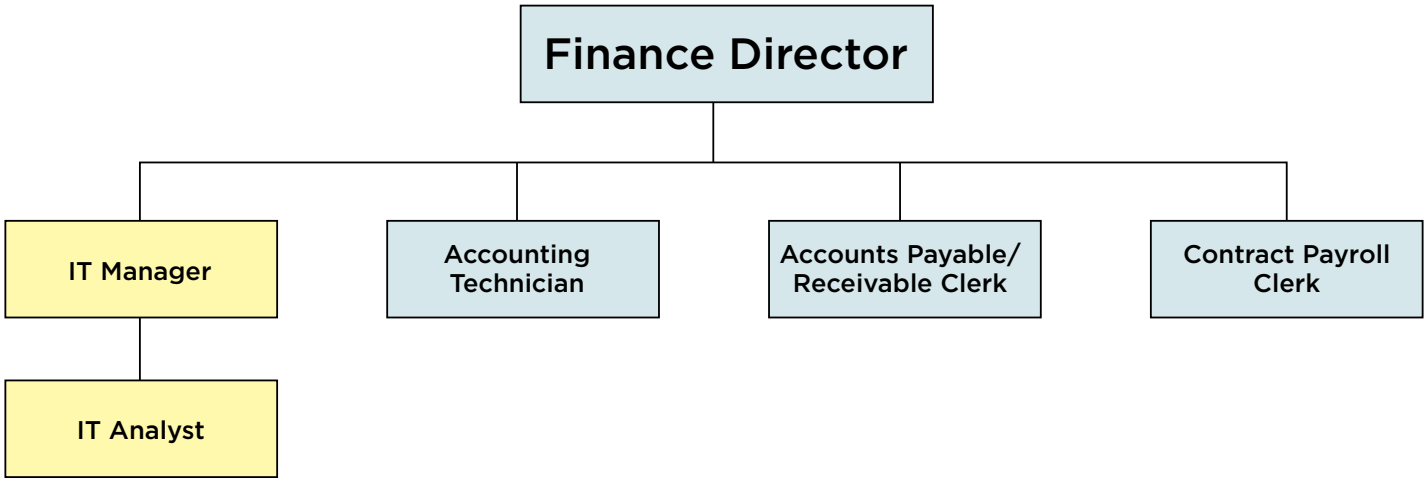
The Golf Course is a 9-hole executive course. The City is currently considering other possible future uses for the land but no decision has been made by the City Council on re-purposing the site.

Leadership

As a member of the leadership team, performs managerial and complex professional finance and accounting work as the Chief Financial Officer of the City; manages and/or performs all financial planning, budgeting, accounting, reporting, treasury, debt management, payables, receivables, payroll, taxation, fixed asset and auditing functions. Performs other duties as assigned.

The Department

The City's organizational culture encourages professional collaboration with surrounding communities, on-going learning and training for staff, and a high level of responsiveness to the ever changing needs of the community.



Compensation and Benefits

The 2017 salary range is $95,731 to $119,664. Starting salary is commensurate with qualifications and experience. The City provides competitive benefits.

Application and Selection Process

CLICK HERE TO APPLY FOR THIS POSITION >>

For more information, call (651) 552-4108. The deadline for the applying is April 12th, 2017.