

FINANCE DIRECTOR

City of Lindsborg, Kansas

The Finance Director is a key member of the City's management team, working collaboratively with all city departments to ensure effective and efficient delivery of municipal services. The Finance Director performs and oversees all aspects of the Finance Department's operations. The Finance Director Reports to the City Administrator.

The Director has the primary responsibility to plan, develop, and carry out the City financial functions to provide efficient, effective, and accurate reporting, including coordination in preparation of the annual audit. In addition, the Finance Director is responsible for the investment and reconciliation of all City funds and is responsible for the coordination of the annual budget and CIP reports.

The Department is responsible for investment and budget management, financial trend analysis revenue collection, billing disbursements, accounting, and financial reporting for all City operations. This includes preparation of utility billing, bank deposits and reconciliation, financial statements, and maintenance of accounting records.

Leadership Opportunities

Long-Range Financial Planning.

The Finance Director will play an active role in developing and implementing long-range financial plans for the City; provide forecasting and trending information to provide elected and appointed officials with the fiscal impacts associated with policy options.

Annual Budget and Capital Improvement Planning Processes.

The Finance Director will review existing budget and capital improvement planning processes and identify opportunities to update procedures, provide for increased interdepartmental collaboration to address citywide needs and ensure that annual budgets and capital improvement plans align with the City's long range financial plan.



Provide Exemplary Service to City Departments.

The Finance Director will ensure that City departments receive timely financial information and assistance needed to provide efficient municipal operations. The Finance Director will be receptive to opportunities to streamline fiscal processes and will seek input from department heads to improve existing procedures.

The Community

The City of Lindsborg, Kansas is a community that values hospitality, education, and the arts, with an estimated population of 3,290 located just off I-135 halfway between Salina and McPherson, Kansas. This is an exciting time in the community as a new housing development with 150 lots is starting construction and the community is investing in a new state of the art childcare facility. Lindsborg is an active community with 4.5 all-weather miles of the Vålkommen Trail in town that connects to the Meadowlark Trail, a dog park and a 9-hole golf course.



The City Organization

The City of Lindsborg operates as a Mayor-Council form of government with a City Administrator. The City Council consists of eight (8) Council members who are elected two per ward and serve staggered four-year terms. The Mayor is elected at-large and serves a two-year term. General Services provided by the City of Lindsborg include Public Safety (Police, Fire, EMS), Public Works (Streets, Storm Water, Wastewater, Water and Electric), Community and Economic Development, Municipal Court, Finance, Parks and Recreation. The City has a 2020 all funds budget of \$12 million. The city employs 31 full-time staff and 66 part-time employees.

Major Responsibilities

Accounting/Budgeting

- Accounting functions and proper preparation of a variety of reports
- Performs cash flow analysis and supervises bank transactions
- Supervises the operations and maintenance of computerized accounting system
- Responsible for financial projections and budget estimates as required
- Anticipates City cash and liquidity needs and invests funds to provide necessary cash flow
- Ensures the proper preparation of utility bills, collection, and rate setting
- Prepares City budget in coordination with City Administrator

Other Responsibilities

- Serves as City's risk manager
- Responsible for working with City's financial advisor on bond issuance, debt and credit rating management



Ideal Candidate

The successful candidate will be self-motivated, responsible, enthusiastic, and able to take on new challenges in a high-paced environment. This position will need to provide excellent leadership and direction. This position has the authority and responsibility to coordinate the fiscal activities and systems for the City; including administrative control and direction over budget and financial forecasting, accounting and financial reporting, auditing, investments, purchasing, utility billing, debt administration, liability insurance, revenue collection, and vendor disbursement.

This is a challenging position that requires a high degree of interpersonal skills in addition to outstanding organization and administrative abilities. The ideal candidate will need to possess a strong ability to communicate effectively both orally and in writing, as well as speaking comfortably. Further, this role requires a keen ability to establish and maintain effective working relationships with City officials, other staff, the public, demonstrate responsibility, initiative, dependability, adaptability, creativity, and flexibility with a commitment to quality customer service and trustworthiness.

Qualifications and Experience

Bachelor's degree in accounting, finance or related field is required and four years' experience in municipal finance management, municipal accounting, or related experience. Possession of, or the ability to obtain certification as a Certified Municipal Finance Officer or Certified Public Account preferred.



Position requires strong knowledge of municipal finance and government accounting principles. The ideal candidate will be an effective team leader who builds positive, professional working relationships within the City organization and with community partners. Excellent communication, computer skills and organizational management skills required.



Compensation and Benefits

The starting salary range for the Finance Director position is \$62,300 to \$74,500. The City offers a competitive benefit package include health, dental and vision insurance options, life insurance, short-and long-term disability coverage, with holiday, vacation, and sick leave. The City participates in the Kansas Public Employees Retirements System (KPERs) retirement program.



Application and Selection Process

Qualified candidates please submit your cover letter and resume via email to lindsborg@lindsborgcity.org. Cover letters and resumes from qualified candidates will be accepted until November 15, 2020. Following this date, applications will be screened against the criteria outlined in this brochure. For more information, contact Greg DuMars, City Administrator at gregd@lindsborgcity.org.

The City of Lindsborg is an EQUAL OPPORTUNITY EMPLOYER. We value diversity, and seek to employ a diverse workforce. For more information about the City please visit www.lindsborgcity.org.

