



FINANCE SUPERVISOR OPENING

Sister Bay, WI.

A mature and historic waterfront community, the Village of Sister Bay is located on Green Bay on the Door County Peninsula. Population of 900 expands to 5000 during the May – October tourist season. The Village balances the needs of a growing retirement community, while attracting and supporting its younger population with a vibrant tourism-based economy. The Village has carefully controlled growth to maintain its charm, character and natural beauty. The Village operates under the President-Trustee form of government with an appointed Village Administrator.

The Finance Supervisor is hired by and reports to the Village Administrator. The Village FY 2015 combined budget is approximately \$4.3 million. The Finance Supervisor is responsible for all financial matters including accounting, preparation of government reports, treasury management, accounts payable/receivable, budget preparation, fiscal analysis/projections, benefits administration, insurance coordination and risk management.

This position requires experience in financial administration, accounting and budgeting. A Bachelor's Degree in accounting, finance, public administration or business administration plus five years of professional experience in finance, or the equivalent, is required. Ability to prepare complex financial reports, supervise work of others, perform fiscal planning, provide financial advice and communicate effectively is essential; thorough knowledge of laws and policies governing municipalities important. Skill with Excel spreadsheets required; experience with Caselle Software sought.

The former Finance Director retired after 10 years of service.

Generous Benefits: Retirement, Health, Dental, PTO and relocation assistance.
Salary DOQ; Residency not required.
Applications held confidential until a finalist is selected.

LOCATION:

Village of Sister Bay
2383 Maple Dr
Sister Bay, WI 54234

To learn more about our community, visit www.doorcounty.com or www.cometosisterbay.com

HOW TO APPLY:

Send cover letter, resume, and salary history to:
Zeke Jackson
Village Administrator
PO Box 769
Sister Bay, WI 54234
or e-mail credentials to zeke.jackson@sisterbaywi.gov

Please visit www.sisterbaywi.gov for government information and position profile.