

CITY OF BEAVER DAM FINANCE DIRECTOR/CLERK

Position Description: The City of Beaver Dam (16,800) is seeking to fill its position of Finance Director/Clerk. The position is responsible for the financial management, oversight, and reporting for all fiscal activities of the City of Beaver Dam, and subsidiary funds. Principal duties include: oversight of the general ledger, payroll, accounts payable/receivable, debt administration, budget preparation, cash flow management, annual tax roll preparation, risk management, preparing for the annual financial audits, and preparing accurate regulatory reports, and monthly financial reports. The Finance Director/Clerk also oversees the operations of the City Clerk's office including alcohol licensing, elections and employee benefits administration. The Finance Director/Clerk is a key member of the City management team, supporting department heads with budget and financial expertise and providing monthly reports to the City Council as well as regular interaction with City committees and commissions. The Finance Director/Clerk supervises direct finance office and City Clerk's office staff in the day-to-day operations and will engage daily senior management and elected/appointed officials. This position works closely with the Beaver Dam Area Development Corporation on various economic development projects.

Community: The City of Beaver Dam is an attractive, growing community located in easy driving distance of Madison, Milwaukee and Fond du Lac. The city offers quick access to Beaver Dam Lake and has over 250 acres of public parks. The City is actively involved in economic development initiatives with 5 TIF districts and industrial/business parks and a well-established downtown.

Qualifications: Qualifications for the position include a bachelor's degree in Accounting, Finance, or related field, five years of progressively responsible experience in finance administration or accounting, including a minimum of three years in a supervisory capacity, and municipal government experience or private consulting experience working with local governments. CMTW and WCMC certifications desirable. An equivalent combination of education and experience may be accepted.

Salary Range: Salary will be competitive and commensurate with experience and qualifications. Salary range is \$80,000-\$103,000.

Benefits: Position offers a full benefit package including participation in Wisconsin Retirement System, health & dental insurance.

A more detailed job description is available on the web at https://www.cityofbeaverdam.com/egov/documents/1550074791_28972.pdf.

To obtain an application packet please call City Clerk's Office at 920-887-4600 Ext. 320 or, stop in at the City Clerk's office at 205 S. Lincoln Avenue, Beaver Dam, WI Monday through Friday from 7:30 a.m. – Noon and 1:00 p.m. – 4:30 p.m. Application materials are also available online at https://www.cityofbeaverdam.com/egov/documents/1437160174_75332.pdf. Please submit completed application to the City Clerk's Office by 4:30 p.m., Friday, March 8, 2019.

City of Beaver Dam
205 S. Lincoln Avenue
Beaver Dam, Wisconsin 53916
An Equal Opportunity Employer