



Finance Manager / Assistant City Administrator City of Ripon Job Announcement

Finance Manager/Assistant City Administrator, Ripon, WI. The City of Ripon is currently accepting applications for the position of Finance Manager/Assistant City Administrator. The Finance Manager/Assistant City Administrator oversees the accounting and financial services department and assists with the day-to-day operations of the city that services approximately 7,841 residents. The city is seeking an energetic leader with a background in government finance, excellent communication skills, and a passion for public service.

Starting Salary Range: \$75,000 - \$85,000; Depends on Qualifications.

Benefits: Wisconsin Retirement System; Health Insurance; Dental Insurance; Vision Insurance; Life Insurance; Vacation/Sick/Personal/Holiday Paid Time Off; Flexible Spending for Health and Dependent Care; Deferred Compensation Retirement 457 Plan

Full Position Description

POSITION SUMMARY:

This is a highly responsible administrative position that performs financial management and administrative work for the activities and operations of the City of Ripon. The main purpose of this position is to oversee and direct city accounting and financial services, collections, accounts payable, purchasing, accounting, and reporting; monitor city investments; prepare financial reports. Additionally, the position assists in the day-to-day operations of the city and helps manage special projects and initiatives with the City Administrator. The Finance Manager / Assistant City Administrator reports to the City Administrator and works collaboratively with other city department heads on a regular basis.

EXAMPLES OF WORK:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain a system of control to ensure that expenditures do not exceed appropriations.
- Manage preparation and adoption of city budget.
- Monitor the city's general ledger to ensure all assets, liabilities, fund equity accounts, revenues and expenses are reported properly.

- Analyze and make recommendations related to long term capital planning and related effect on debt and the tax levy.
- Responsible for the completion of the annual independent audit, filing of state report, and issuance of the annual financial statements.
- Plan and develop fiscal and accounting policies in accordance with Generally Accepted Accounting Principles (GAAP) including short-range and long-range strategic goals.
- Establish and enforce procedures and policies for accounts receivable billing, collection of delinquencies, accounts payable, purchasing, investments and other financial functions.
- Perform financial analysis and advisory functions for the Mayor, Common Council, and Department Heads on various issues.
- Assist with the development of the city's benefits plans.
- Manage the financial aspects of the city's tax incremental districts including compliance with state statutes, completion of compliance audits, and filing of annual reports with overlying taxing jurisdictions.
- Oversee banking functions, signing authority on all bank accounts.
- Manage the investment of city funds and safeguard of cash handling. Ensure compliance of city investment policies.
- Maintain accurate records of City-wide fixed assets.
- Overall management of payroll, accounts payable, accounts receivable, personal, and real property tax/special assessment billing and collection, utility billing and collection (water and wastewater) and delinquent account collection.
- Manage department and accounting computer system; review operation and recommend changes, enhancements, and upgrades. Assist training city personnel in various departments in system use.
- Prepare financial reports and statements for various city financial matters such as property values, projected district revenues, bond issue feasibility and others.
- Assist the City Administrator with licenses, permits, reports, meetings, agendas, minutes, personnel issues and other administrative functions.
- Assist with grant applications and manage grant compliance.
- Assist the City Administrator with the implementation of all decisions of the City Council which require administrative implementation or where the Mayor or the City Council has directed administrative level action.
- Assist the City Administrator to manage and monitor a wide variety of city contracts with other governmental bodies and private vendors that provide services to city residents and customers.
- Contribute to short- and long-range strategic planning efforts for the city.
- Assist with the development and implementation of city programs and economic development initiatives.

- Assist the City Administrator to manage a variety of special projects, serving as liaison with property owners, residents, contractors, engineers, and regulatory agencies.
- Performs other related functions as assigned or required.

EXPERIENCE AND TRAINING:

Bachelor's degree in Accounting, Public Administration, Business Administration, or a related field, and five years of progressively responsible government accounting experience, or any equivalent combination of experience and training which provides the required knowledge, skill, and ability. In addition, certification as a Certified Public Accountant (CPA) with the State of Wisconsin is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- State laws and administrative policies governing municipal financial practices and procedures
- Governmental accounting and financial administration practices, procedures, routines, and equipment
- Information Technology (IT) knowledge
- Formulate and install standard accounting methods, procedures, forms, and records.
- Prepare informative financial reports.
- Perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize, and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Implement decisions based on such data and oversee the execution of these decisions.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, budget, time sheets, purchase orders, balance sheets, contracts, computer manuals, ordinances, accounting methods, statutes, procedures, and non-routine correspondence.
- Communicate orally and in writing with the City Administrator, city officials, employees and department heads, bankers, investment counselors, attorneys, and auditors.
- Establish and maintain harmonious working relationships with other department heads and governmental officials.
- Demonstrate thoroughness, accuracy, integrity, and good professional judgment.
- Requires the ability to perform addition, subtraction, multiplication, and division; calculate percentages, fractions, and decimals; may require the ability to perform mathematical operations involving basic algebra and geometry.
- Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

PHYSICAL REQUIREMENTS

Work is generally conducted in an office environment, but could include outdoor activities or off-site activities, as needed. Attendance at meetings outside of normal business hours as directed. Sitting for extended periods of time, standing, crouching, and kneeling are frequently required. Must be able to lift and/or carry minimum of 25 pounds on a regular basis. Phone and computer use are regular activities.

The City of Ripon, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

To Apply: Visit www.cityofripon.com/jobs for application information and job description.

Please submit a cover letter, resume, Background Authorization Form, and five work related references to Adam Sonntag, City Administrator, at asonntag@cityofripon.com, or mail to/drop off in person at: City of Ripon, Attn: Finance Manager/Assistant City Administrator Application, 100 Jackson St., Ripon, WI 54971.

The initial deadline for applications is September 24, 2021. The opportunity will remain open and applications will be accepted until position is filled.

The City of Ripon is an Equal Opportunity Employer.

Questions? Contact Adam Sonntag, City Administrator at (920)748-4914 or asonntag@cityofripon.com.