



FINANCE DIRECTOR/TREASURER-FINANCE DEPARTMENT

The Finance Department is seeking qualified applicants for a full-time Finance Director/Treasurer for the City of Watertown. The Finance Director/Treasurer is a leadership and managerial position whose duties are performed in accordance with the laws and statutes of the State of Wisconsin and the policies of the City of Watertown. The Finance Director/Treasurer duties involve the maintaining official City records, operating the systems of collection, disbursement, investment and accounting for all City revenue, supervising assigned staff, maintaining a central accounting system for the City, maintaining financial controls, providing financial planning and forecasting, and directing and coordinating various functions such as budgeting, bonding, purchasing, insurance, and payroll.

Under the administrative direction of the Mayor, this position is expected to exercise considerable initiative and sound judgment performing work of considerable difficulty involving records of depository, maintaining required financial records, and preparing appropriate reports and statements, and coordinating all municipal fiscal planning and controls, cost studies, and budgetary controls. Work is reviewed through meetings, periodic performance evaluation reports and observation of results achieved. This position in conjunction with the Clerk, supervises the operations staff of the Finance Department and directs and assists department heads and supervisors in such matters. For full list of duties see the attached job description.

Required Knowledge, Skills and Abilities: Graduation from an accredited college or university with major course work in business administration, finance or accounting with five (5) years of progressively responsible experience in accounting, preferably in a municipal setting, and three (3) years of leadership experience, and/or experience which provides the following knowledge, skills and abilities:

- Considerable knowledge of modern municipal accounting principles and practice.
- Experience supervising employees.
- Comprehensive knowledge of State Statutes, City ordinances, regulations and other legal provisions related to the organization and function of municipal government and the offices of Treasurer and Comptroller.
- Comprehensive knowledge of the theory and practice of municipal finance, tax collection and banking, budgeting, and office administration.
- Considerable knowledge of cash management including investment, accounting, bookkeeping, and collections.

- Comprehensive skill and ability to prepare clear, sound, concise, accurate and informative reports regarding financial investments, transactions, recommendations for modifications and budgetary activities on a departmental or municipal scope.
- Knowledge of computer hardware/software for office and financial administration.
- Considerable ability to plan, organize, and direct the work of others in an efficient and economical manner and maintain departmental culture.
- Considerable skill and ability to establish and maintain effective working relationships with City departments, officials, and the general public.
- Comprehensive knowledge of the laws regulating municipal bonding.
- Must be bondable.
- Must possess a valid driver license or ability to obtain one.
- Notary Public certification required within 6 months.

This is a full-time salary position with hours dependent on departmental need to include committee meetings.

Applications, cover letters, and resumes will be accepted internally and externally until October 29th ending at 4:00 p.m.

Starting compensation is \$39.14 to \$43.49, DOQ.

Applications available at www.ci.watertown.wi.us
or at the Human Resources Office

HUMAN RESOURCES DEPARTMENT

106 Jones St. PO Box 477, Watertown, WI 53094

Monday – Friday From 8:00 a.m. – 4:30 p.m.

Email complete packets or questions to apply@cityofwatertown.org

Equal Opportunity/Affirmative Action Employer, Employment based on Pre-Employment Drug & Alcohol Testing