



**CITY OF CEDARBURG (WI)  
invites applications for the  
position of:**

**Finance  
Director/Treasurer**

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**SALARY:** \$80,000.00 - \$90,000.00 Annually

**OPENING DATE:** 12/16/21

**CLOSING DATE:** 01/02/22 11:59 PM

**DESCRIPTION:**

The City of Cedarburg is seeking qualified applicants for the Finance Director/Treasurer position. Primary responsibilities include development, coordination, and management of all financial and fiscal functions of the City, including accounting, budgeting, purchasing, investments, capital improvement planning, bonding, internal auditing and supervision of all Finance Department employees.

**EXAMPLES OF ESSENTIAL DUTIES:**

- Directs and/or performs the collection, disbursement, accounting, reporting and management of all funds
- Works with the City Administrator and ad Finance Committee regarding the investment of city funds in accordance with investment policies, goals, and local, state and federal regulations.
- Maintains accurate and detailed financial records of the City's general fund, special revenue funds, debt service fund, capital projects funds, proprietary funds and other special account groups.
- Supervises and/or prepares and enters journal entries on a monthly basis, invoices property owners for deferred assessments and developer improvements financed through letters of credit.
- In cooperation with the investment advisor (if any), directs the investment of idle funds  
Analyzes daily and longer-term cash flow needs
- Obtains best interest rates from financial institutions and brokers to achieve maximum interest earnings consistent with adopted investment policy
- Answers cash management and investment related questions.
- Oversees the routing of invoices from suppliers and vendors for department head approval  
Receives approved requisitions and oversees issuance of purchase orders
- Maintains fixed asset records.
- Directs the collection of property taxes
- Documents and distributes pro-rated share of collected tax revenues to other taxing districts
- Prepares and submits the annual statement of taxes and indebtedness to the Wisconsin Department of Revenue.
- Prepares monthly Trial Balance reports of investments, special funds
- Oversees the preparation of workers compensation reports and claims
- Maintains reports and submits physical damage claims involving accidents to municipal vehicles
- Maintains property and liability insurance records
- Oversees the payroll function

- Serves as alternate agent for Department of Employee Trust Funds
- Signs reports and required forms for Social Security, Wisconsin Retirement Fund and life insurance programs.
- Prepares or directs preparation of quarterly financial reports for use of Common Council and management
- Prepares for the annual audit by the City's accounting firm
- Makes journal entries preliminary to the closing of books for the prior fiscal year
- Reconciles accounts
- Provides or reviews documents for auditor review pertaining to accounts and funds, tax roll, accounts receivable and payable, delinquent personal property taxes and special assessments, outstanding checks, and other financial information.
- Prepares annual financial statements in conjunction with annual audit
- Prepares or directs preparation of State financial reports for various purposes.
- Reviews long-range revenue and expenditure trends
- Identifies possible alternative revenue sources
- Maintains debt payment schedules
- Coordinates with City Assessor regarding property assessment/tax levy matters.
- Prepares the annual budget by providing revenue estimates, payroll and benefit cost estimates and other essential information
- Assists other departments with budget preparation
- Attendance at budget review meetings with department heads and boards/commissions  
Coordinating preparation of the budget document
- Attends all relevant meetings of the Common Council, boards and commissions, and offers recommendations as to all fiscal matters; performs other duties as required.
- Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Serves as a back-up to related accounting positions.

## **TYPICAL QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Business Administration or Public Administration with emphasis on Accounting; CPA or advance degree preferred; plus at least 5 years of experience in a financial capacity within municipal government, preferably as a Finance Director, Assistant Finance Director or Treasurer; or any equivalent combination of training and experience.

## **SUPPLEMENTAL INFORMATION:**

### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of computerized accounting systems. City Utilizes BS&A.
  2. Ability to apply logic and reasoning to analyzing various financial data and coming up with conclusions, corrections and revisions.
  3. Ability to establish and maintain effective working relationships with other including subordinates, department heads, elected officials and the general public and press.
  4. Strong written and verbal communication skills including listening skills.
  5. Computer skills including extensive experience with Microsoft Office applications and ability to learn and use various other software such as Adobe PDF.
  6. Thorough knowledge of the principles and procedures of governmental accounting, budgeting, auditing and fiscal management.
  7. Ability to apply established principles, theories, techniques and methodology to a variety of financial matters.
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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.ci.cedarburg.wi.us>

Position #100-001  
FINANCE DIRECTOR/TREASURER  
MH

P.O. Box 49  
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