

The Village of Sister Bay, WI is seeking a Finance Director/Treasurer.

#### *About Sister Bay*

Sister Bay encourages you to work and play in Sister Bay. Located in northern Door County, WI, on the shores of Green Bay, Sister Bay is a small, but active and growing community. With a year-round population of approximately 1200 residents and a seasonal population of approximately 8,000, Sister Bay prides itself on being the largest residential municipality in Northern Door. We're committed to creating a vibrant, fun-filled environment perfect for making memories.

Sister Bay has a \$3.9 million general fund operating budget as well as multiple enterprise funds and two tax increment districts. Total revenues across all funds are approximately \$18 million. The Village employs 17 full-time employees.

#### *Characteristic of the Position*

This is a full-time position with a variety of accounting and administrative duties, including responsibility for the collection, receipt, accounting, disbursement and deposit of all Village funds. The Finance Director is responsible for the administrative oversight, visioning, leadership, planning, and management of the financial aspects of the Village. This position has oversight over investments, financial forecasting, budget development and monitoring, central financial accounting and reporting, and administration of the Village's financial system.

#### *Position Overview, Skills, and Abilities*

Manage treasury functions including the collection of all Village revenue, investment of funds, overall cash management, the processing of accounting transactions (payables, receivables, general ledger, payroll, utility accounting, etc.), capital planning, budgetary process, year-end audit, and risk management functions.

Possess comprehensive knowledge of acceptable practices and standards in accounting, auditing, budgeting, investment management, and debt financing; thorough knowledge of the laws and regulations that impact the work performed and supervised.

Have the ability to maintain absolute confidentiality of information encountered in the course of employment; analyze and interpret complex documents, respond effectively to sensitive inquiries, have highly effective written communication skills and good public presentation skills, interpret a variety of financial, legal, and technical materials, utilize and create complex spreadsheet and database materials to perform financial functions.

#### *Required Training and Experience*

A degree in accounting, finance, public administration, business administration, or a related field is required. Typical qualifications would be equivalent to possession of a bachelor's degree with course work in accounting, general office procedures, and five years' professional experience in finance. Any combination of knowledge, skills, and abilities equivalent as is described above.

#### *Salary and Benefits*

This position's starting salary is \$85,000. The Village offers a full benefits package including health, dental, life, long-term disability, and vision insurance. Additional benefits include paid holidays, paid-time off, personal days, HSA contributions, dependent care flexible spending, and membership in the Wisconsin Retirement System.

*How to Apply*

Interested candidates should forward their cover letter, resume, and a complete Village of Sister Bay employment application to [heidi.teich@sisterbaywi.gov](mailto:heidi.teich@sisterbaywi.gov) or Village of Sister Bay, PO Box 769, Sister Bay, WI 54234. The position will be open until filled with a rolling interview schedule. Please visit the Village of Sister Bay website at [www.sisterbaywi.gov](http://www.sisterbaywi.gov) for additional information and the employment application.

*Sister Bay is an equal opportunity employer and provider.*