



## **Finance Director - Suamico, WI (Population: 13,184)**

### **Job Announcement:**

The Village of Suamico seeks a dynamic and experienced municipal finance professional to join its Department Head team:

- This highly responsible position provides professional services to the Village Board and Village Administrator.
- The Finance Director is accountable for prudent management, accounting, and clear reporting of the Village's financial resources in accordance with State Statutes and Village ordinances.
- Responsible for maintaining and keeping accounting records in accordance with Generally Accepted Accounting Principles (GAAP).
- Serves as Coordinator for Information Technology services and provides oversight of the computer and information systems of the Village in collaboration with the contracted IT services provider.
- The Finance Director reports to the Village Administrator.
- Responsible for the supervision and management of Finance Department employees.
- Serves as Treasurer for the Village
- Prepares departmental and municipal budgets, and assures the proper execution of those budgets through accounting and fiscal controls.
- **The starting salary range is \$95K-\$115K (DOQ)**
- **Excellent benefits package includes:**
  - **Exceptional Health Insurance: \$200/individual and \$400/family deductible, and \$1,000/individual and \$2,000/family maximum out of pocket. [View health, dental and vision insurance plan details.](#)**
  - **Work Hours: Monday-Thursday 7 a.m. to 4:30 p.m. and Fridays from 7-11 a.m.**
  - **Enrollment in Wisconsin Retirement System (WRS) Pension.**

Future opportunities for the Finance Director include borrowing in 2025 for major road construction and water infrastructure projects, transitioning sewer impact fees to connection fees, closing Tax Incremental District (TID) #2, and increasing focus on cyber security and IT policy development.

The Village of Suamico spans six miles of Lake Michigan shoreline on the bay of Green Bay and is located just 10 minutes from downtown Green Bay. With a population of more than 13,000 residents, Suamico is known for its blend of urban and rural spaces, which include nature trails, lake access, the NEW Zoo and Adventure Park, excellent schools, charming shops and restaurants, and several commercial districts.

Learn more about the Village of Suamico Finance Director position. Download the [Position Profile \(PDF\)](#) and [watch a brief video](#).

### **Qualifications:**

Desirable qualifications for this position includes a bachelor's degree in accounting, finance, business administration, or an appropriate specialized field. A CPA license and certification as a Municipal Treasurer by the Municipal Treasurer's Association of Wisconsin are preferred. The ideal candidate will

have at least three years of experience in a state, county, or municipal government setting or a minimum of three years performing municipal budget audits.

The successful candidate must have experience and knowledge in current principles and practices of municipal finance, the State of Wisconsin property tax levy and collection process, capital improvement financing, and treasurer functions. They should possess a high level of emotional intelligence, personal and professional integrity, a strong work ethic, supervisory experience, and the ability to multitask.

**How to Apply:**

Application open until filled with first review no later than August 12, 2024.

Send cover letter, resume, salary history, and professional references to Public Administration Associates, LLC, (PAA) Associate Jay Shambeau at [jay@public-admin.com](mailto:jay@public-admin.com). Please direct questions to 262-355-6102.

Learn more at [www.public-administration.com](http://www.public-administration.com).

*Confidentiality must be requested by applicant and cannot be guaranteed for finalists per Wisconsin State Statutes.*