



## Public Administration Associates, LLC

### **Position Announcement: Finance Director/Assistant City Administrator City of Ripon, WI (Population 7,863)**

The City of Ripon is a thriving community of 7,863 residents located just 20 miles west of the Fox Valley, in the heart of Wisconsin. Our family-oriented community offers the advantages and conveniences of living near a metropolitan area, plus the peacefulness and safety of a small town.

The Finance Director/Assistant City Administrator is a highly-responsible leadership position that performs financial management and administrative work for the activities and operations of the City of Ripon. This position oversees and directs city accounting and financial services, operating budget, capital improvement plan, tax incremental districts, grants, and economic development activities. Additionally, the position assists in the day-to-day operations of the city and manages special initiatives with the City Administrator.

- Starting salary range \$85,000 - \$95,805 (DOQ) and excellent benefits package includes:
- Exceptional State Health Insurance
- Enrollment in Wisconsin Retirement System (WRS) Pension
- Education Reimbursement
- Occasional work-from-home flexibility and summer hours

For more information, visit the City of Ripon website at [www.cityofripon.com](http://www.cityofripon.com).

A successful candidate will possess a bachelor's degree—master's degree preferred—in public or business administration or related field with at least five years of progressively responsible government accounting experience, or any equivalent combination of experience and training which provides the required knowledge, skill, and ability. Certification as a Certified Public Accountant (CPA) with the State of Wisconsin is preferred.

Learn more about the City of Ripon Finance Director/Assistant City Administrator position. Download the [Position Profile \(PDF\)](#).

### **How to Apply:**

The application is open until filled with first review no later than November 22, 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.*