



124 W. COURT AVENUE
WINTERSET, IOWA 50273-1545
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Andrew J. Barden,
City Administrator

Stephen S. Wesselmann,
Utility General Manager

SALARY RANGE: \$68,000- \$78,000

CLASSIFICATION AND SCHEDULE: Exempt Employee, M-F 8:00-4:30

OPENING DATE: 9/9/2022

CLOSING DATE: 10/1/2022

GENERAL INFORMATION/POSITION ANNOUNCEMENT:

Winterset, IA (5,353 pop, 2020) is a growing community 30 minutes southwest of the Des Moines Metro. This community boasts a rural hometown feel with modern amenities, including a robust school system, thriving local businesses, fantastic parks, and a growing population. The City of Winterset and Winterset Municipal Utilities have multiple projects underway improving the customer satisfaction and service to our growing community including the first ever City Comprehensive Plan, an All-Inclusive Playground in the historic City Park, newly opened 3.2 mile nature trail bordering the City owned lake that also serves at the fresh water supply, newly installed and operational electrical backup generators for the entire community, underground utility services, upgrading of the city's website, an expanding airport runway and terminal, 4 new residential building developments, and more! For more information and the complete job description visit the City of Winterset. <https://www.cityofwinterset.org/>

POSITION SUMMARY:

The City of Winterset and Winterset Municipal Utility seeks its new Finance Officer, candidates must be skilled in understanding that innovative financial services management is the foundation of a sustainable city.

This position works under the direction of the City Administrator and the Utility General Manager while providing expert advice relating to financial planning and management.

Winterset operates as a council/administrator form of government and is financially stable with a diversified economic base. Winterset is a full-service City with an annual operating budget exceeding \$11.7 million, which includes a general fund exceeding \$3 million. The city has a taxable value exceeding \$208 million.

The Winterset Utility manages the Electrical and Water Distribution for the city with an appointed board. WMU has an annual operating budget exceeding \$11.5 million, which includes a general fund exceeding \$6 million.

There are 38 full-time and employees. The city maintains an AA bond rating and is served by 9 departments.

The city offers a competitive compensation package, which will include an exempt salary position and a range of \$68,000-\$78,000, depending on qualifications and experience, with excellent benefits.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

The Finance Officer provides support services to all city departments consisting of accounting, payroll, accounts payable, accounts receivable, cash management, debt management, investments, capital planning, and budgeting.

Duties include management of all accounting functions, budgeting, investments, audit coordination, and assisting the City Administrator and Utility General Manager on long-term financial planning including investments, bonding capacities, and related matters and supporting strategic plans and goals by providing financial options for consideration.

Develop the annual City budget including capital improvement plans, recommending adjustments, recommend budget amendments, determining financial controls, record keeping and developing tax levies; ensure that the annual budget is filed in accordance with state law.

Prepares and files Annual Finance Report, Independent Auditor requests, open record requests, payroll inquiries/ verifications, URA plan, TIF Certifications, and other required or requested financial documents relating to the City or Municipal Utility.

Completes and files mandatory Federal and State reports to ensure compliance and provides financial information and annual budget documents to citizens, bondholders, auditors, city departments, the City Administrator, the Utility General Manager, the Mayor, the City Council, and the Utility Board.

Understand the City's role in supporting economic development initiatives including urban renewal and tax increment financing. Support opportunities for collaboration and partnership and assist in efforts to attract increased industry and a variety of housing options. Completing the following work: modeling cash flow analysis, existing URA reporting requirements, TIF District and parcel certifications, and dissolution of expired or completed TIF Districts. Managing semi-annual TIF Disbursements, and LMI required set aside.

Answers benefits questions and deals with confidential information such as employee records, performs enrollment of all employee benefit plans with the assistance of a third-party vendor.

Oversee and monitor expenditures and receipts for accuracy and in accordance with the budget; maintain appropriate records of same and provide a copy of the listing of claims to the City Council and Utility Board prior to each regular meeting.

Maintain separate accounts for every appropriation, department, public improvement or undertaking and for each utility pursuant to state law.

Oversee monthly and annual trial balances, journal entries, monthly expenditures, and account adjustments.

Monitor all bank accounts and deposits in the amounts not to exceed the depository limits set by the City Council; coordinate bond issues; administer grant monies

KNOWLEDGE SKILLS ABILITIES, and PERSONAL CHARACTERISTICS:

Be ethical, innovative, selfless, community oriented, optimistic, promote a culture of accountability and transparency, approachable, is a listener, treat others with kindness, respect, and humility, is committed to diversity, inclusiveness, and equity in the city organization and the community.

Comfortable presenting in front of the City Council and Utility Board, possess exceptional interpersonal skills, high level of emotional intelligence, and professional demeanor when presenting.

Ability to explaining complex concepts in laymen's terms. A critical thinker, intuitive, and a problem solver. Demonstrates diplomacy and emotional intelligence. Performs complex professional work.

Public finance, utility ratemaking, accounting, budgeting, payroll and risk management.

Forecasting, cash flow analysis, cash management and investment strategies.

Understanding of strategic and capital planning processes.

Tax funds, tax laws, special tax districts, debt management and debt capacity.

Tax Increment Financing, Tax Abatement, and related programs.

Understand and apply General federal and state rules and regulations relating to municipal government.

Analyzing data, preparing financial analyses and technical reports.

Manipulating complex mathematical equations to plan and manage the City's budget.

Preparing and giving presentations; ability to effectively communicate financial and technical data.

Communicate effectively with all levels of personnel from the Mayor and City Council, City Administrator, Department Heads, subordinates to the general public.

Other duties as assigned

ENVIRONMENT: Standard office environment, minimal hazards present. Must be able to operate general office equipment including computers, printers, fax, postage machine, and copier.

Fluorescent lighting, moderate office noise

PHYSICAL REQUIREMENTS: Sitting and Standing. Must be able to focus for long period of time.

Maintain a good ergonomic posture.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public financing or accounting

3 Years of professional finance experience

Must be bondable and insurable

PREFERRED QUALIFICATIONS:

Master's degree in public financing or accounting

3-5 years of municipal finance experience

Certified Public Accountant (CPA)

Certified Local Government Finance Officer

All candidates shall submit a cover letter and resume by October 1st, 2022, either digitally to dbarden@cwmu.net or by mail to City of Winterset, ATTN: Drew Barden, 124 W Court Ave, Winterset, Iowa 50273.

This job is open from 9/9/2022 to 10/1/2022