



FINANCE DIRECTOR ST. PAUL PARK, MN



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THE COMMUNITY

Located in Washington County, one of the fastest growing counties in the seven county Minneapolis-St. Paul region, St. Paul Park is minutes from downtown St. Paul and Minneapolis with easy access to all the region's amenities and attractions. St. Paul Park sits on the Eastern Shore of the Mississippi and is primarily a residential community with a population of 5,544. The City is served by the South Washington County School District which also serves the nearby communities of Cottage Grove and Woodbury. The South Washington School District is the sixth largest district in Minnesota serving 18,700 students. The District has three high schools, four middle schools, and sixteen elementary schools. The K-5 Spanish Immersion School, Nuevas Fronteras is in St. Paul Park as is Pullman Elementary. Private and parochial schools also serve the City.

The City maintains nine parks totaling thirty-seven acres. The parks include active use playground, ball fields, volleyball courts, tennis courts, ice rinks and a boat launch. Two of the parks are located on the Mississippi River and offer spectacular views as well as walking and biking trails. St. Paul Park annually celebrates its history each August during Heritage Day with events including fireworks, a parade and concert.

The City's major employers include the St. Paul Park Refinery with a workforce of approximately 370. Other large employers include SuperMom's Kitchens, Garelick Manufacturing and Anchor Bank. The City is also fortunate to enjoy restaurants and entertainment venues with local ownership. The City of St. Paul Park offers small community charm and affordability within a large metropolitan area.



ST. PAUL PARK BY THE NUMBERS

Median Household Income:

\$85,061

Median Home Value:

\$222,290

Square Miles:

3.0

THE POSITION AND THE ORGANIZATION IN BRIEF

The Finance Director reports to the City Administrator and oversees all accounting and financial activities of the City, including accounts payable, accounts receivable, audit, budget, debt management, investments, payroll, and utility billing. The Finance Director supervises an accounting technician.

The City of St. Paul Park operates under the standard plan with a weak mayor-council form of government. The mayor and four-member council are elected at large for staggered four-year terms and provide legislative and policy direction. The Mayor and Council appoint the City Administrator who oversees daily operations and implementation of adopted council priorities and plans. The City has twenty-one full-time employees. Public Works is responsible for Streets, Utilities, and Parks. The Police Department is the largest City Department with nine positions providing patrol, traffic enforcement, crime prevention and investigations. Fire and Rescue Services are provided by a thirty-two-member paid on-call department. The City contracts for Attorney, Planning and Engineering services.

EXPECTATIONS AND PROJECTS

The next Finance Director will have the opportunity to work in the following areas:

- Develop and implement financial policies, procedures and controls that safeguard the City's assets and promote fiscal responsibility and sustainability.
- Develop and implement a robust and defined Capital Improvements Plan.
- Evaluate opportunities to improve the city's systems, including evaluation of potential new financial software and timekeeping and payroll software.
- Manage the annual audit, including preparation of necessary audit workpapers and assisting auditors with preparation of the Annual Comprehensive Financial Report.
- Direct the management and investment of City funds in accordance with Minnesota law to ensure safety of principal and meeting cash flow needs for operations while maximizing the return on investments.
- Manage the administration of the City's employee benefits program, including insurance and deferred compensation, collaborating with outside brokers and plan administrators to ensure comprehensive coverage.
- Conduct regular financial analysis and research to support the informed decision making of the mayor and council and City's Executive Leadership.





CANDIDATE REQUIREMENTS

- A bachelor's degree in accounting, finance, or a closely related field.
- Three (3) years of progressively responsible leadership in accounting or public finance. Five (5) years of experience is preferable.
- A master's degree is desirable.
- Prior supervisory experience of one (1) is desirable.
- St. Paul Park will consider any combination of education and/or experience that allows an individual to perform the essential functions of the job.

THE IDEAL CANDIDATE WILL BE

- A skilled financial manager well versed in public finance and accounting with the ability to effectively forecast and develop sustainable financial plans and budgets.
- An excellent and open communicator.
- An innovative and strategic manager, able to identify opportunities to improve service delivery and streamline operations.
- A willing partner with the city's council, city administrator and department directors to proactively find solutions that will allow for a high level of service across the organization.
- An individual with strong research, analytical and critical thinking skills.
- A tech savvy individual who is comfortable learning new systems and adapting to new processes.

COMPENSATION AND BENEFITS

The starting salary range for 2024 is \$106,516 - \$128,273 DOQ, with a comprehensive benefits package, including generous medical and dental benefits, participation in the Public Employees Retirement Association (PERA) and the opportunity to work a partially remote schedule.

HOW TO APPLY

The position will remain open until filled and interested candidates should apply at once but no later than November 10, 2023 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Charlene Stevens, Executive Vice President, GovHR USA, 630 Dundee Road, 60062. Tel: 847-380-3240. The expected start for the successful candidate is January of 2024. The City of St. Paul Park, MN is an Equal Opportunity Employer.



EXECUTIVE RECRUITMENT