

**City of
ST. FRANCIS**

POSITION PROFILE

Effective Date: January 2026

Status: Exempt

Position Title: Finance Director

Department: Finance

Accountable to: City Administrator

Date Approved: 01/05/2026

Primary Objectives:

Provide reliable professional services in directing, overseeing, and supervising the City Finance Department. Perform responsibilities that include complex data analysis, budget forecasting, overseeing accounts and budgets and making strategic decisions in the financial and accounting operations of the City.

Supervision Received

Works under the administrative direction of the City Administrator

Supervision Exercised

Provides general and technical supervision to staff performing payroll, accounts payable and accounts receivable functions, in whole or in part.

MAJOR AREAS OF ACCOUNTABILITY

Payroll and Daily Accounting

- Coordinates the administration of the ERP software, currently BS&A, and works with departments to ensure effective and consistent use of the software.
- Process bi-weekly and weekly payroll. Includes transmitting benefit contributions to third party administrators and processing ACH payments. Maintains Sick, Vacation and other leave accruals and processes adjustments. Includes following all employee contract agreements.
- Process monthly, quarterly and yearly reports to local, State and Federal agencies.
- Ensures timely reconciliation of bank accounts
- Prepare quarter financial reports to communicate the financial status of the City to Council.

- Clear and proactive communication within newsletters, online and social platforms regarding city financial situations to meet public transparency expectations.
- Oversee and administers the collection of all accounts receivable to ensure that proper amounts are billed and delinquent accounts collected, oversee or prepares journal entries; oversees accounts payable and documents all financial transactions in conformance with generally accepted accounting principles.
- Overseeing the management of accounting records concerning accounts payable, payroll, receipts and related financial records and reports, provides direction and corrective action when needed.
- Oversees the management of digital payment systems for all departments.
- Coordinates and oversees utility billing activities to ensure bills are accurate, issued on time and aligned with adopted rates, policies and applicable regulations.
- Supports the Bottle Shop financial needs including financial systems, ongoing accounting and financial management.
- Ensures sound accounting and payroll policies and procedures are followed for the management of the City's financial affairs.
- Develop reliable cash management plans to ensure that monies are available when needed from the sale of bonds and/or the liquidation of investments.
- Invests City's money with the help of the city's investment advisor to the greatest extent possible using care and judgment with consideration for the safety and rate of return on the investment; prepares journal entries to record investments and interest transactions.
- Provides advice and recommendations to the City Administrator and other members of the management team; reviews financial considerations of proposals submitted by department heads management staff, making appropriate comments and suggestions.
- Provides operational support as necessary at the front desk for finance and utility billing.
- Aid in the calculation and collection of WAC and SAC fees for commercial buildings and new construction. Prepares reports necessary to set rates of the water and sewer utilities.

Annual Financial Management

- Coordinate end-of-year payroll processes and preparation, delivery and filing of W-2's and 1099's and annual PERA reporting

- Responds to surveys from the League of Minnesota Cities, MUMA and other agencies regarding salary and benefit programs, census and other requests for information as directed by the City Clerk.
- Coordinates the City insurance programs and policies in a manner which will ensure that needed coverage is always in effect at a cost to the City that is consistent with coverage required
- Prepares and presents on Annual Budget, Capital Improvement Program, Comprehensive Financial Reports and Financial Plans. Ensure all documents are placed online for transparency.
- Coordinates the planning and drafting of the annual budget for submission to the City Administrator including coordination of each department, assisting the City Administrator in reviewing department budget requests, recommending revisions and preparing the budget documents.
- Oversee Long Term Financial planning efforts to assure the desired level and quality of service is provided; overall cost and operation needs of the city are met while developing long and short-range goals for implementation.
- Coordinate and oversee the annual audit process alongside the audit firm for the completion of the annual and preparation of the Annual Comprehensive Financial Report. Work towards timely corrections of any findings or compliance requirements.
- Model resilience planning and scenarios for community tax and rate users on long term needs for stabilization and sustainability and any crisis management impacts.
- Maintains finance department record retention
- Develops and implements policies and procedures for effective operation of the department consistent with City policies and relevant laws, rules, and regulations, and ensuring Council actions are implemented.

Supportive Actions

- Work closely with all departments to support donation and grant tracking and management ensuring timely invoices and collections of reimbursements.
- Arranges the sale of bonds to finance capital projects and coordinates with all departments to determine financial planning and funding of construction projects; oversees accounting for escrow fees for billing.
- Make formal presentations to credit rating firms to maintain and improve City credit ratings.
- Supervises accounting staff including, but not limited to, recommending hiring, ensuring contracts, personnel policies and safety rules are followed, assigning and reviewing work,

conducting performance evaluations, providing training and coaching and providing rewards and recommending discipline.

- Make public presentations and respond to questions and concerns from the public related to the budget or financing; attend and make presentations at City Council meetings as required; may give presentations to civic and governmental organizations.
- Oversee escrows working with Community Development to ensure active and appropriate. Monthly invoicing and management to support city collections and accuracy.
- Coordinate with Metro-Inet on security standards, IT inventory and annual computer replacements. Serving as the Alternate to City Administrator on Metro-Inet Board of Directors
- Works directly with the City Administrator to support departments on Cybersecurity including contingency planning, internal controls and coordination of data.
- While under contract for, acts as fiscal agent for the Rum River Fire District including; payments, receipts, budgeting and payroll.
- Performs other duties and assumes other responsibilities as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal accounting and finance principles, practices and procedures.
- Knowledge of budget preparation and administration.
- Knowledge of City purchasing and financing policies and procedures.
- Knowledge of State and Federal laws, rules and regulations relating to financial management and accounting in municipal government.
- Knowledge of effective customer service practices.
- Ability to analyze complex information, utilizes resources, develop alternatives and prepare reports.
- Ability to type and enter data with speed and accuracy including statistical data, operate normal office equipment including a networked personal computer, MS Word, financial data base and spreadsheet software.
- Ability to use creativity and sound judgment to resolve differences and respond to challenges.
- Ability to direct operations and work cooperatively with other departments to meet the financial and budgetary needs of the City.
- Ability to recognize, trace and correct errors in accounting entries and reports.
- Ability to communicate effectively and tactfully, both orally and in writing, including making presentations.
- Ability to apply policy and accounting principles and direct others in appropriate application.
- Ability to provide effective leadership and promote teamwork.
- Ability to hear and speak when conversing in person or by phone.
- Ability to see and read computer screens and documents.

- Ability to prioritize work and meet deadlines.
- Working ability to sit for long periods of time and to operate a personal computer including word processing, spreadsheet and cloud-based software.
- Working ability to supervise and motivate staff.

MINIMUM QUALIFICATIONS

- Bachelor's degree in finance, business, economics or a related field, plus 3 or more years' experience; or
- Must have extensive knowledge of government and general accounting procedures. Public-sector experience preferred.
- Valid Minnesota Driver's License required