



FINANCE DIRECTOR / TREASURER

Under the general direction of the City Manager, from an administrative capacity, serves as the Chief Financial Officer, Budget Officer, and Risk Manager for the City. Coordinates and performs the financial, accounting, and treasury functions of the City. Ensures accurate accounting of all City funds, monitors expenditures, oversees the collection of taxes and other receivables, oversees accounts payable, payroll and employee benefits, oversees debt issuance and repayment, and coordinates risk management. The City Treasurer component of the job is considered as an administrative officer per the City Charter. Oversees all finance department employees.



ABOUT GRAND LEDGE

The City of Grand Ledge is situated in northeast Eaton County and Southern Clinton County, Michigan. We are a growing community of over 8,000 residents, conveniently located 10 miles west of Lansing, serving as a primarily residential community for the capital region. With over 110 acres of park land and historic sandstone ledges, we are known for our riverfront recreation opportunities and ample trails connected to the walking system. Our traditional downtown, industrial park, and commercial retail spaces, lend to the expanding business district. Grand Ledge provides the community focal point for an area that extends well beyond the City limits because of the commercial, civic and entertainment uses.

- **Finance Entities:** The City has two component units; the Downtown Development Authority and Local Development Finance Authority, and an Enterprise Fund dedicated to providing Water and Sewer services.
- **Budget:** Total expenditures approved for 2025 are \$95 million with over \$75 million dedicated to two major State Revolving Fund projects.

OUR CULTURE

The City of Grand Ledge is committed to providing a positive and productive work environment, where employees feel valued and trusted. Employees are expected to demonstrate professional standards for attitude, communication, respect, and leadership.

- **Business:** The Grand Ledge Chamber provides tremendous support for local businesses, community initiatives, and has well over 200 members.
- **Community:** A lively, historic downtown featuring restaurants, retail, commercial, and cultural organizations. Community events, parades, and festivals keep the City bustling year-round with thousands of residents and new visitors downtown.
- **Schools:** Grand Ledge Public Schools, an exemplary, Class A school system, maintains higher graduation and college attendance rates than the region and state as a whole.



FINANCE DIRECTOR / TREASURER JOB FUNCTIONS

- Through an administrative capacity, serves as City's Budget Officer. Works with other City departments in developing budget requests and revenue and expense projections. Provides guidance on accounting and reporting procedures, account discrepancies, tax regulations, and City fiscal policies. Prepares and administers the annual budget.
- Oversees and participates in the collection of taxes, fees and other monies due the City. Oversees the preparation and collection of utility billings. Manages legal proceedings relating to delinquent accounts, property seizures, tax auctions, and other collections processes.
- Plans, organizes, directs and participates in all aspects of department operations. Develops and implements departmental policies and procedures, internal controls and reporting forms in accordance with department needs, City directives and statutory requirements.
- Hires, trains and supervises personnel, evaluates performance, and oversees professional development. Takes disciplinary action according to established procedures.
- Maintains all financial records and monitors all accounts of the City. Plans, organizes and performs the financial accounting activities of the City in accordance with accepted fiscal practices, and state and local regulations. Performs accounting of grants and administers grant funds and reporting.
- Evaluates financial trends and fiscal status, performs cost analysis and feasibility studies, and makes recommendations to the City Manager and City Council. Attends City Council meetings, completes special projects, and makes presentations as requested. Prepares various financial reports required by the City, state, and federal agencies.
- Works closely with auditors to ensure accuracy of financial reporting. Closes the City's account books at year-end. Provides documentation and information needed for annual audit.
- Performs cash management functions including investment of municipal funds. Researches investment options and recommends action to achieve the best possible rate of return.
- Coordinates the issuance of debt with the City's bond attorney and financial advisor. Provides required documentation to support new debt capacity, ensures debt payments are made on time, and completes necessary reporting requirements.
- Serves as benefit administrator of the City's employee benefit programs. Supervises payroll and related year-end reporting.
- Coordinates with insurance broker for insurance renewals and claims.
- Serves as procurement of goods and services advisor to department heads.
- Facilitates the completion of the annual rate study with the outside consultant.
- Keeps abreast of legislative or regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Maintains cooperative relations with peer agencies and other governmental units. Attends conferences, workshops, and seminars as appropriate.
- Acts as department spokesperson, establishing and maintaining effective relationships with citizens, news media, City officials, employees, and other interests. Responds to public inquiries and investigates complaints.

Equal Opportunity Employer: In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualifications, and abilities. The City will not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, sex, marital status, height, weight, sexual orientation, or disability which is unrelated to an individual's ability to perform the duties of a particular job. The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

QUALIFICATIONS & EXPERIENCE

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Educational requirements include a Bachelor's degree in accounting, finance, public administration or related field. Master's degree preferred.
- Experience requirements include five years of professional accounting or financial management in a municipal setting with some supervisory experience.
- Thorough knowledge of the generally accepted accounting principals (GAAP), practices and legal regulations of municipal finance, budgeting, accounting, debt management and investing.
- Thorough knowledge of the methods and techniques of bookkeeping, accounting, internal controls and financial reporting.
- Thorough knowledge of public management techniques involved in operations management, personnel administration, and labor negotiations.
- Considerable knowledge of insurance program administration, payroll, benefits and risk management.
- Skill in responding to public inquiries and internal requests with a high degree of accuracy and professionalism.
- Skill in assembling and analyzing financial data, developing operating and capital budgets, and in preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and in making presentations in public forums.
- Skill in the use of office equipment and technology, including computers and related financial software, and the ability to master new technologies.
- Ability to critically assess situations and solve problems, and to work effectively under stress, within deadlines and changes in work priorities.
- Ability to evaluate a variety of municipal financial services, analyze operating issues and establish internal policy and procedural recommendations.
- Ability to establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, vendors, professional contacts, and the public.
- Ability to effectively train, lead and motivate employees and supervise and evaluate the work of others.

THE IDEAL CANDIDATE



Innovative thinking for funding strategies, optimising resource allocation, or implementing cost-saving measures.



Exercises independence, initiative and cross-department teamwork.



Action-oriented team player with a positive attitude



Collaborative, with the ability to find common ground in dealing with complex perspectives.



Exhibit strong leadership qualities and adeptly manage the finance department.



Clear communication and interpersonal skills.



Uphold ethical standards and regulatory compliance.



Greetings From



COMPENSATION & BENEFITS

The City of Grand Ledge is offering a competitive salary of \$105,734 - \$122,060 commensurate with experience. CPA/CMA annual incentive pay in the amount of \$2,080. Relocation expenses are negotiable. We offer an excellent benefits package which includes medical, dental, vision, life insurance, paid time off, and flexible spending accounts. Insurance premiums are paid 100% by the City. In addition, we offer a cell phone stipend, wellness program, and a generous contribution to a Defined Contribution retirement plan.

TO APPLY

Interested applicants should submit a completed application, resume, five (5) professional references, and letter of introduction to:

Adam Smith
City Manager | Municipal Executive
310 Greenwood St.
Grand Ledge, MI 48837
asmith@cityofgrandledge.com



Position open until filled.

Job description, additional information, and application can be found at www.cityofgrandledge.com/jobs