



**TWO
RIVERS**
WISCONSIN

Recruitment Announcement

FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

The City of Two Rivers, a full-service Lake Michigan waterfront community of 11,700, seeks an experienced local government finance professional to join its management team. This position is responsible for preparation and administration of a \$45 million annual budget (all funds); supervision of 10 full-time staff in accounting, payroll, customer service, and IT; oversight of contract assessing service; preparation and presentation of financial reports and PSC filings.

This position is appointed by and reports to the City Manager. The incumbent is retiring in June 2024, after 25 years of service.

COMPENSATION & BENEFITS

STARTING SALARY: \$89,586 to \$103,854 annually, dependent on qualifications

BENEFITS: Comprehensive health, vision, and dental insurance. Health insurance opt-out incentive up to \$5,000 annually. Employer contribution of 6.9% into the Wisconsin Retirement System. Paid vacation, 8 paid holidays per year, and 8 hours of sick leave accrued per month with ability to be accumulated up to 960 hours. The City is an equal opportunity employer. Confidentiality cannot be guaranteed.

APPLICATION & SELECTION PROCESS

A full position description and City employment application are available at www.two-rivers.org/jobs. Qualified candidates should submit a cover letter, resume, and completed City employment application to HR@two-rivers.org or by mail to: City of Two Rivers, Attn: Human Resources, PO BOX 87, Two Rivers, WI 54241. The position will remain open until filled. Contact Human Resources at 920-793-5526 or HR@two-rivers.org with questions.

HOW TO APPLY

Send a **cover letter**, **resume**, and **completed employment application** by email to HR@two-rivers.org or by mail to City of Two Rivers, Attn: Human Resources, PO Box 87, Two Rivers, WI 54241. Applications should be submitted by Friday, March 8, 2024 to ensure consideration

ABOUT THE DEPARTMENT

The City's Finance and Administrative Services Department is currently staffed as follows:

- Finance Office
 - Director
 - Accountant
 - Accounting Clerks (2), cross-trained in A/P, payroll, assessing clerk and other responsibilities
- Customer Service Office (Utility Billing, Accounting, Customer Service, and Support to City Clerk's Office)
 - Customer Service Supervisor
 - Customer Service Clerks (3)
 - Utility Meter Readers (1.5)
- IT Office
 - IT Director
 - IT Assistant



Two Rivers City Hall, the Historic H.P. Hamilton School Building

SCOPE OF CITY FINANCES

Two Rivers City Government is a \$45 million annual operation, with 2024 budgets for the City's major funds broken down as follows:

General Fund	\$12,236,497
Library Fund	962,879
Debt Service Fund	2,984,708
Electric Utility	9,571,070
Water Utility	2,930,055
Sewer Utility	2,899,248
Storm Water Utility	616,520
Solid Waste Utility	835,076
Capital Projects Funds	5,618,300
Tax Incremental Districts	2,945,431
Other Sp. Revenue Funds	3,287,793
Total	\$44,877,577



Downtown Area, Where the East and West Twin Rivers Come Together Before Flowing Into Lake Michigan



City-Developed Conservation Subdivision, Sandy Bay Highlands

Budgeting, accounting and financial reporting for each of these funds is the responsibility of the Finance-Administrative Services Director and his/her staff, working closely with other members of the City's management team.

A copy of the 2024 City Budget can be viewed at www.two-rivers.org, click on **Government/City Departments/Finance/Budgets**. Similarly, the City's audited annual financial statements can be viewed on the website under **Finance/Financial Reports**



POSITION TITLE: Finance and Administrative Services Director

REPORTS TO: City Manager

EMPLOYMENT CLASSIFICATION: Full-Time

LATEST REVISION DATE: February 2024

DEPARTMENT: Finance

FLSA CATEGORY: Exempt

PAY TYPE: Salary, Pay Grade 30

GENERAL STATEMENT OF DUTIES

Performs responsible administrative and supervisory work in planning, organizing, coordinating and directing the administration of City and Utility finances, information systems, payroll, purchasing, assessing and customer service; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

The employee in this class performs a variety of administrative and supervisory functions in accordance with State Statutes and local ordinances. The work involves the responsibility for performing various services of City record keeping and finances including budget preparation and control, payroll administration, and purchasing. The work of an employee in this class is reviewed through conferences with the City Manager and by independent post audits.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

- Directs a central accounting system consistent with established and accepted municipal accounting principles and utility accounting standards
- Provides cost, financial, and statistical data for management purposes and in accordance with statutory requirements; provides periodic financial reports for presentation to City Council.
- Maintains a system of control to ensure that expenditures do not exceed appropriations
- Manages investments of funds and prepares documents for the sale of notes and bonds
- Participates as part of the management team in collective bargaining; provides supporting financial data and analysis as needed.
- Develops and maintains long range O & M and capital improvement plans



- Compiles annual City Budget, including development of revenue estimates, assistance to Department heads in preparing their budgets; and assistance to the City Manager in staff budget review and presentation to City Council.
- Interprets financial policies, objectives and requirements
- Supervises functions of information services, assessing (contracted service), accounting and customer service
- Works with the City Clerk/Human Resources and Benefits Coordinator on the maintenance of personnel records, policies and procedures
- Arranges for bids and supervises implementation of all of the City's insurance programs
- Coordinates banking and investment services
- Evaluates performance of subordinate employees
- Oversees the preparation of payrolls and all related withholding procedures and reports
- Prepares annual utility reports, including filings with the Public Service Commission
- Coordinates and provides information for the annual audit
- Oversees and prepares utility financial projections and rate cases
- Participates in and encourages staff to participate in on-going professional improvement opportunities
- Coordinates communications with the City's contracted assessor firm and property tax software vendor
- Responds to requests for information by staff, City Council, and the general public
- Attends City Council meetings and Personnel & Finance Committee meetings as part of the management team
- Oversees preparation and collection of taxes and the settlement process with other taxing jurisdictions
- Works closely with City Clerk/Human Resources and Benefits Coordinator with employee benefits and payroll related activities, as well as retiree benefits
- Provides financial information to all Department Heads as needed
- Directs and supervises purchasing policies
- Performs related duties as required

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of general laws and administrative policies governing municipal and utility financial practices and procedures; thorough knowledge of modern office practices and procedures and computer equipment; ability to formulate and install standard accounting methods, procedures and records; ability to prepare informative financial reports; ability to plan, organize, and direct the work

of accounting, data processing, and clerical subordinates to develop improvements in municipal record keeping and financial management practices; ability to establish and maintain harmonious working relationships with other department heads, governmental officials, and the public; ability to express ideas clearly and concisely orally and in writing; accuracy and integrity; good judgment.

REQUIRED EXPERIENCE AND TRAINING

Extensive experience in public finance administration and graduation from a college or university of recognized standing with a minimum of a B.A. or B.S. degree in accounting, finance, business or public administration or equivalent of education and experience.

DESIRED EXPERIENCE AND TRAINING

Five years' experience in municipal finance management or related work experience which provides the required knowledge, skills and abilities.

TOOLS AND EQUIPMENT USED

Programmable telephone, personal computer, computer printers, copy machines, 10-key calculator, and other office equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate and requires working in an average office environment.

OTHER CONDITIONS

Formal application, rating of education and experience, oral interview, reference checks, physical and drug screening, and other job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This position is expected to be available for changing work schedules as necessary to attend evening meetings, and perform other duties outside of regular office hours as needed.



**TWO
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**APPLICATION FOR EMPLOYMENT
CITY OF TWO RIVERS**

www.two-rivers.org

Thank you for applying for employment with the City of Two Rivers.

Complete the entire application, including signature and date, to ensure consideration. A resume may be attached but is not a replacement for the information requested in the application. The City of Two Rivers does not retain applications for future position vacancies. If at any time after this point you wish to be considered for employment with the City, please complete an application at that time. The City of Two Rivers is an Equal Opportunity employer and does not discriminate based on race, color, religion, national origin, creed, age, marital status, sex, sexual orientation, disability, or any other characteristic protected by State or Federal law. Completed applications should be submitted to **City of Two Rivers, Human Resources, P.O. Box 87, Two Rivers, WI 54241**, dropped off in person at **City of Two Rivers City Hall, 1717 E Park Street, Two Rivers, WI 54241** or electronically to HR@two-rivers.org.

Incomplete or illegible applications will not be considered.

POSITION INFORMATION			
Position you are applying for:		Date:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal Hours <input type="checkbox"/> Limited Term/Temporary			

APPLICANT INFORMATION							
Last Name		First		M.I.			
Street Address				Apartment/Unit #			
City				State		ZIP	
Phone			E-mail Address				
Date Available			Desired Salary			Comments	
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?				
Are you related to anyone that is employed by the City of Two Rivers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please state name and relationship (include in-laws):				
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Have you ever been convicted of a misdemeanor crime of domestic violence?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Are you prohibited by state or federal law from possessing a firearm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				
Do you possess a valid Wisconsin driver's license?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Driver's License Number:				
Do you possess a valid Wisconsin Commercial Driver's License?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Certifications:				
Have you ever been convicted of driving under the influence of alcohol or controlled substances?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:				

EDUCATION

High School		Address	
Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, have you passed a high school Equivalency or GED test? YES <input type="checkbox"/> NO <input type="checkbox"/>
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other		Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

SPECIAL SKILLS OR QUALIFICATIONS

Describe any special skills applicable to this position:

Describe any additional training and experience applicable to this position:

REFERENCES

Please list three professional references.

Full Name	Title
Organization	Phone
Relationship	
Full Name	Title
Organization	Phone
Relationship	
Full Name	Title
Organization	Phone
Relationship	

PREVIOUS EMPLOYMENT (PLEASE LIST MOST RECENT FIRST)

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer				Phone		
Address				Supervisor		
Job Title				Starting Salary	\$	Ending Salary
Responsibilities					\$	
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	

CERTIFICATION

I certify the answers given by me to the foregoing questions and any statements made by me are complete and true to the best of knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts regarding information called for in this application may result in rejection of my application, or discharge at any time during my employment. I also agree that, if City policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment. I understand that if I am hired, my employment shall be "at-will" and that either the City or I can choose to terminate the employment relationship for any reason, or no reason at all, with or without notice.

AUTHORIZATION

I understand that background, drug, or medical testing may be conducted on me as part of the process to determine my fitness for employment, and hereby agree to submit to such testing. I authorize all persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities to release any information concerning my background or test results, and hereby release any said persons, schools, companies, medical practitioners, current and/or former employers, and law enforcement authorities from any liability for the damage whatsoever for issuing this information.

Signature:

Date:

OPTIONAL: CONFIDENTIALITY

Under Wisconsin State Statutes, the names of applicants must be revealed unless a request for confidentiality is received from the applicant. If you wish to keep your name confidential to the extent allowed by the Wisconsin Statutes, you need to sign the request below. Please understand that should you become a finalist for employment and a request is made, Wisconsin Statutes require us to release your name.

I request that my employment application and all related references and documents remain confidential to the extent allowed by Wisconsin Statutes since they would tend to reveal my identity.

Signature of Applicant: _____ Date: _____