

09/29/2016

JOBS...

Job Opportunity Bulletin for



Saginaw

FINANCE DIRECTOR

\$81,339 to \$93,156

Open to the Public

THE POSITION

The incumbent is both Director of Fiscal Services and Treasurer for the City of Saginaw, responsible for ensuring fiscally responsible practices and operations. Provides oversight for all Fiscal Services functions: Accounting, Accounts Payable, Assessing, Customer Accounting/Utility Billing, Income Tax, Payroll, Purchasing and Treasury. Advises and assists the City Manager in strategic planning, special projects and programs, and serves as a member of the City's senior management team.

REQUIREMENTS

- Bachelor's degree in Public Administration, Accounting, Finance or a related field; Master's degree in Public Administration preferred. Certified Public Accountant designation is also preferred.
- Minimum five years' experience in general municipal accounting or financial management preferred.
- Experience in auditing/accounting functions preferred.
- Five to ten years' experience in local government management.
- Minimum five years' supervisory experience in a municipal finance environment.
- Proven demonstration of strong financial analysis skills.
- Prior budgeting experience at the department or division level to include budget preparation, implementation and monitoring.
- Knowledge of IRS regulations, local income tax ordinances, and real and personal property tax law.
- Knowledge of investment markets as well as stock and bond transactions.
- Must possess computer experience with knowledge of spreadsheet and word processing software.
- Must possess and demonstrate excellent communication and human relation skills.
- Ability to work as a top management team member for strategic planning and implementation of policies, programs and procedures.
- Attends evening City Council meetings and occasional evening board and commission meetings.

EXAMINATION

Applications will be screened; those candidates best qualified will be invited to an oral interview.

APPLICATION PROCEDURE

Submit your resume and a completed City of Saginaw Employment Application to the Office of Human Resources, City Hall, Room 202, 1315 S. Washington Ave., Saginaw, MI, 48601. Applications are available from the Office of Human Resources, M-F, 8-5, or at www.saginaw-mi.com under the "Find a Job" link on our home page. **Applications will be accepted until the position is filled.**

BENEFITS

●Health Insurance ●Life Insurance ●Vision Care Plan ●Dental Insurance ●Short and Long-term Disability Coverage ●PTO (Personal Time Off) days per year based on seniority ●12 Paid Holidays per year ●Defined Contribution Program ●Social Security ●Employee Credit Union ●Employee Assistance Program ●Disability Insurance ●Deferred Compensation Program

The City of Saginaw employs only United States citizens and individuals authorized to work in the United States, pursuant to the Immigration Reform and Control Act of 1986.

The City of Saginaw does not discriminate on the basis of handicapped status in admission or access to or treatment or employment in its program and activities.

AN EQUAL OPPORTUNITY EMPLOYER