

Treasurer/Finance Director

The **City of Ithaca** is seeking a **Treasurer/Finance Director** to replace the current Treasurer/Finance Director who is retiring in March 2025. This is a full-time, exempt position that offers a competitive salary and healthy benefits and retirement package. The city is seeking interested and qualified candidates to fill the position before the end of the calendar year, to allow training with our current Treasurer/Finance Director through March.

The Treasurer/Finance Director is the general accountant of the city and keeps the books of account of all city assets, receipts, and expenditures in accordance with city charter, Federal, State and local law. He/She will direct all activities of the Finance Department including accounting, budgeting, auditing, and treasury operations.

The ideal candidate will possess a Bachelor's degree with a major in accounting, finance or related field or equivalent work experience, communicate effectively, have knowledge of municipal finance, investing, budgeting, accounting and have high professional standards. Experience with local government operations and use of Microsoft Office and BS&A software a plus.

The City of Ithaca is an equal opportunity employer with a family friendly, collaborative work environment and a supportive and engaged City Council. Salary \$65,000-\$75,000 dependent on qualification and experience. Position is open until filled with interviews beginning December 2, 2024.

Send resume, cover letter and three professional references to Jamey Conn, City Manager at 129 W. Emerson St., Ithaca, MI 48847. Candidates must be able to pass a pre-employment physical and background check.

A full description and qualifications of the position can be found on the City of Ithaca website at: www.ithacami.com/government/employment-opportunities/

FINANCE DIRECTOR/TREASURER, CITY OF ITHACA

Benefits

Full-time, exempt position with competitive health/dental/vision insurance, short-term disability, paid holidays, vacation, sick, and personal time. Employer contribution to MERS defined contribution (401A) retirement plan, and employer provided life and AD&D insurance.

Work Schedule

Regular office hours are Monday-Friday 8:00am – 4:00pm, Summer hours Monday-Thursday 7:30am – 4:30pm, Friday 8:00am – 12:00pm. Attendance at council meetings when needed

Community

The City of Ithaca is a friendly, quaint small town in the middle of the lower peninsula. With a population of about 2,900 residents, the City of Ithaca and Gratiot County in general offer a relaxing and enjoyable lifestyle. Ithaca is the county seat of Gratiot which highlights a beautiful historic courthouse in the middle of downtown. There are four parks scattered throughout the city, along with a biking/walking trail that connects to the Fred Meijer trail. The City of Ithaca is a full-service city and boasts a top-rated school system, as well as several restaurants including the renowned Hearthstone Oven and Los Hermanos. The city also has the only Bowling Alley in the county and snow sled hill for those winter months.

Position description

The City of Ithaca's Finance Director/Treasurer will be retiring in March 2025 after over 20 years of service. The City of Ithaca is seeking qualified candidates to fill the position by the beginning of the year to train with the current Finance Director/Treasurer.

The Finance Director/Treasurer is the general accountant of the city and keeps the books of account of all city assets, receipts, and expenditures by charter. He/She directs all activities of the Finance Department including accounting, budgeting, auditing, and treasury operations. The Finance Director/Treasurer manages administrative staff activities relating to finance and treasury services.

Responsibilities and Duties

1. Serve as General Accountant for the city.
 - Ensures accurate accounting that all city funds are compliant with Federal and State requirements, GAAP and GASB
 - Stay current on proposed, pending, and passed legislation that may impact city financial operations
 - Plans, evaluates and assists with departmental policies, programs and operations related to all financial and budgetary activities of all city funds to ensure proper internal controls
 - Monitors and evaluates revenues and expenditures to ensure the maintenance of the city's long-term financial stability
 - Prepares City Council financial reports and attends meetings as needed. Effectively communicates financial reports and details to inform future policy and educate stakeholders
 - Manages year-end closing of financial records and general audit. Prepares year-end adjustments and schedules. Works with auditors to ensure the accuracy of financial reporting and provides documentation and analysis if required
 - Assist the City Manager and City Council in capital asset planning
 - Works closely with the City Manager and Department Heads to support finance and accounting related tasks.
 - Stay current on proposed, pending, and passed legislation that may impact city financial operations
 - Responsible for the coordination and implementation of the city's budget process. Assists city departments in developing budget requests, and revenue and expense projections. Oversees budget amendments and transfers as needed
 - Prepares City Council financial reports and attends meetings as needed. Effectively communicates financial reports and details to inform future policy and educate stakeholders
 - Manages year-end closing of financial records and general audit. Prepares year-end adjustments and schedules. Works with auditors to ensure the accuracy of financial reporting and provides documentation and analysis if required
 - Files all annual federal and state reports for financial requirements including but not limited to F65, PA152, PA202, Pension, grants, ACT 51, and CVTRS
2. Treasury
 - Will coordinate with and external contracted assessor to provide assessing services for the city
 - Responds to taxpayer inquiries, and processes and resolves complaints
 - Maintains tax roll as adjusted through the collection year
 - Performs tax disbursements to all taxing entities as required and per state schedule
 - Performs property tax settlement with the County
 - Collects delinquent personal property as required by law.
3. Investments
 - Invests all city funds to ensure safety of principal, provide sufficient liquidity, and earn interest according to Public Act 20.
 - Maintains city Investment policy

- Provides reports to City Council on a quarterly basis
4. Human Resources and Other
- Responsible for personnel onboarding and file management
 - Responsible for biweekly payroll processing with staff assistance
 - Files all federal and state payroll reporting quarterly and annual
 - Worker's Compensation claims and reporting
 - Liability Insurance claims and reporting
 - Performs Water and Sewer rate analysis annually with TPA assistance
 - Assists City Manager on special projects as requested
 - Manages relation with IT TPA for city's IT needs or issues

Required Qualifications

- Bachelor's degree with a major in accounting, finance or closely related field or equivalent work experience
- Relevant experience in finance and/or accounting
- Understanding of Governmental Accounting Standards Board (GAASB) and Generally Accepted Accounting Principles (GAAP)
- Knowledge of the principles, practices and legal regulations of municipal finance, budgeting, accounting, investing, bookkeeping, internal controls, and financial reporting
- Ability to analyze, comprehend, interpret and process detailed financial information and data
- Ability to effectively communicate verbally and in writing

Preferred Qualifications

- Three years of experience in municipal finance and/or accounting
- Experience with BS&A software applications
- Experience with Microsoft Office Excel, Word and PowerPoint
- Professional Certifications such as MiCPT, CPFA or CPFIM (or ability to obtain as requested by the city).

How to Apply

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