

Finance Director

Recruitment Profile





GRAND HAVEN FINANCE DIRECTOR: RECRUITMENT PROFILE

INTRODUCTION

This Recruitment Profile provides community background, outlines City of Grand Haven structure, and identifies challenges and priorities considered particularly important over the next several years. It lays out the candidates' qualification criteria identified as crucial for the next Director. This Profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

BACKGROUND

COMMUNITY

The Grand Haven area and Northern Ottawa County is one of the most historically significant areas in the state of Michigan, dating back over 300 years. This lakeshore town has a 1.5 mile boardwalk that spans from downtown Grand Haven to Lake Michigan. Grand Haven has a population of 11,000 and the surrounding area is estimated to have grown 11% since 2010.

Each year this area welcomes hundreds of thousands of visitors to its vacation playground. Grand Haven boasts the name "Coast Guard City, USA" as it hosts an annual Coast Guard Festival that attracts 600,000 people each year. The convenient location and never-too-warm summer climate have made it a vacation mecca. Even though the area comes alive in the summer, there is plenty to do in the fall, winter, and spring through the thousands of acres of parks, including downhill skiing at Mulligan's Hollow. Grand Haven is truly a pleasant place to live and visit.

CITY OVERVIEW

We value diversity...We welcome, honor, and respect our differences.

We value ethics...We strive to do the right thing, even if it's hard.

We value professionalism...We are qualified, skilled, and committed to our citizens and visitors.

We value respectfulness...We respect each other's values, differences, and contributions.

The City has seven departments, which are City Council, City Manager's Office, Finance, Department of Public Works, Department of Public Safety, Airport, and City Clerk. There are also several affiliates, such as the Sewer Authority, Main Street, Northwest Ottawa Water System, and others. We have around 150 employees that are resident and visitor-oriented and provide the best service possible. The city has an operating budget of \$47 million.

CONTRACT AGENCIES

The Northwest Ottawa Recreation Authority (NORA), Main Street/DDA, and Ottawa County Central Dispatch Authority (OCCDA) contract with the City for financial and human resources services. NORA has two full-time employees, Main Street/DDA has one, and OCCDA has 45 employees.

THE POSITION

FINANCE DIRECTOR

Under the general direction of the City Manager, oversees and directs all aspects of the City's finance, accounting, and treasury operations. Responsible for general administration, budgeting, personnel management, and policies and procedures development.



1. Plans, organizes, and directs all aspects of department operations including personnel, budgeting, and general administration. Develops, recommends and implements policies and procedures, internal controls, and goals and objectives in accordance with department needs, City directives, and legal requirements.
2. Serves as the chief financial officer of the City. Plans, organizes and directs the activities of the department in accordance with state law, accounting principles, and local policies.
3. Recruits and recommends the hiring of department employees directly or through subordinate personnel. Assigns work, supervises personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
4. Manages all financial and accounting functions of the City, including banking, general ledger, accounts receivable and payable, purchasing, payroll, cost control, debt management, investments, and financial records and reporting. Reviews warrants, entries, financial statements, and other records for accuracy.
5. Plans, establishes, and directs revisions of accounts and funds in accordance with governmental generally accepting accounting principles and state and federal regulations. Monitors all funds and accounts to ensure proper use and directs a system of internal controls.
6. Directs the maintenance of financial records, required supporting documentation, and fund distributions. Authorizes journal entries, purchase orders, and expenditures and plans and supervises year-end closing procedures. Reviews variances and submits to City Manager for authorization as required.
7. Oversees in the preparation and administration of the City budget. Works with other City departments in developing budget requests and revenue and expense projections. Provides guidance on short and long-term financial planning, accounting and reporting procedures, account discrepancies, tax regulations, and City fiscal policies.
8. Develops capital budget, state required capital plans, and other long-range forecasts. Performs feasibility studies and prepares reports. Maintains property values, millage, fund histories, and other related statistics for forecasting, analysis, and reporting. Coordinates with bond council in securing debt issues for the City, EDC, and Brownfield funds.
9. Directs and completes the preparation of audit schedules for annual audit. Coordinates audit with external auditing firm and directs department staff regarding audit responsibilities.
10. Oversees various grant programs with other City departments. Supervises individual grant accounting and files reports as required by grantor agencies and auditors.
11. Oversees the treasury function of the City, including taxes, property tax billings and collection, special assessments, disbursements, and tax settlement.
12. In collaboration with IT staff, maintains finance and accounting, assessing, building inspections, and other software programs. Plans, organizes, and directs a comprehensive disaster recovery program and related procedures and protocols related to the City's financial systems.
13. Works closely with the City's assessing staff. Reviews assessing activities and decisions and communicates information to the City Manager as requested.
14. Maintains all necessary records in accordance with administrative rules, contract language, and legal requirements including State and Federal legislation and local ordinances and regulations.



Compiles operational statistics and completes a variety of reports required by the City, State and other funding agencies.

15. Prepares regular status and special reports as requested by the City Manager or City Council, and as required by other entities. Attends City Council and other meetings, completes research and special projects, makes recommendations, and gives presentations as requested.
16. Acts as department spokesperson, establishing and maintaining effective relationships, with citizens, community groups, City officials, employees, and other interests. Responds to public inquiries, investigates complaints, and assists the public as needed.
17. Keeps abreast of legislative and 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.
18. Performs other related work as required.

COMPENSATION AND BENEFITS

An annual salary range of \$84,458 – 109,795, payable on a bi-weekly schedule. Benefits include health insurance, PTO, paid holidays, retirement plan with a generous employer contribution, and a health care savings plan with a match.

CANDIDATE: DESIRABLE QUALIFICATIONS

EDUCATION AND EXPERIENCE:

A bachelor's degree in finance, accounting, public administration, business management, or related field is required. A master's degree and/or CPA is preferred. Seven or more years of progressively more responsible experience in accounting or finance, including supervisory and administrative duties is preferred. These qualifications are guidelines as other combinations of education, experience, skills, and abilities may be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

Strategic Thinking/Visionary: Must be highly skilled at organizational leadership and strategic planning. Must be creative and innovative and able to develop new ways of looking at problems and arriving at solutions. Must be able to grasp information quickly and demonstrate an ability to manage highly complex issues. Able to consider the relative costs and benefits of potential actions and to choose the most appropriate one. Identify complex problems and reviewing related information to develop and evaluate options and implement solutions.

Honesty and Integrity: Must be trusted and respected both professionally and by citizens, colleagues, staff, and officials. An unblemished record of ethical and professional conduct is essential, and complete personal and professional integrity. Even disposition, temperament, and the ability to take constructive criticism without being defensive.

Strong Subject Matter Knowledge: Must have substantial knowledge and experience with generally accepted accounting principles, governmental accounting principles (including fund accounting) and practices and the ability to apply that knowledge accurately. Skill in preparing, interpreting, analyzing,



and presenting complex data, developing operating and capital budgets, and creating financial forecasts and models.

Exceptional Interpersonal Skills: Have exceptional skills and the ability to build trust with diverse individuals, staff, and community partners. Must be adept at maintaining strong, reliable and committed working relationships. Ability to effectively communicate, verbally and written, ideas and solutions so all stakeholders can understand.

Leadership: Must be able to establish effective working relationships and use good judgment, initiative, and resourcefulness when dealing with citizens, elected officials, employees, other government agencies, and municipal employees. Must have ability to critically assess situations, problem-solve, exercise a high degree of diplomacy, and work effectively under stress and within deadlines.

APPLICATION

Visit grandhaven.org/jobs to view the job posting and to apply online. A resume and cover letter should be included when submitting. Candidates will be evaluated throughout the recruiting process; therefore you are encouraged to apply as soon as possible. The deadline to accept applications and supplemental information is Friday, April 22, 2022, or until filled.

Inquires relating to the recruitment and selection process may be directed to the attention of:

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