



Council  
Meetings  
City Hall  
Council  
Chambers  
1<sup>st</sup> and 3<sup>rd</sup>  
Thursdays at  
6:00 P.M.

Tom Phillips  
Mayor

Council  
Members:  
Eric Delker  
Tom Greteman  
Erika Isley  
Kyle Jackson  
Jaki Livingston

Marketa Oliver  
City Manager

Vacant  
Finance  
Director/City  
Clerk

Dustin Huston  
Fire Chief

Greg Staples  
Police Chief

Tim Hoskins  
Public Works  
Director

Nancy Kuehl  
Parks &  
Recreation  
Director

Holly Sealine  
Library Director

Jim Dougherty  
City Attorney

### Finance Director/City Clerk

**Salary: \$63,000 to \$76,000 DOQ with excellent benefits.**

### City of Norwalk, Iowa

The City of Norwalk, Iowa (2014 Census population 9,636, located in the Des Moines metropolitan area) is taking résumés (including cover letters and request to supplemental question) for a Director of Finance/City Clerk until 4:00 p.m. on April 2, 2015. **Electronic submissions (strongly preferred)** can be sent to: [moliver@norwalk.iowa.gov](mailto:moliver@norwalk.iowa.gov).

Under general administrative direction of the City Manager, Mayor and Council, pursuant to the Code of Iowa. Performs a variety of complex and specialized supervisory, professional, administrative and technical duties which require accuracy, proficiency, confidentiality and independent judgment. Responsible for financial, budgetary and records management. Supervises office staff, including training and evaluations of staff members. Performs other duties as may be required.

The full position description and organization chart is available at [www.norwalk.iowa.gov](http://www.norwalk.iowa.gov). Résumé and cover letter must be received not later than April 2<sup>nd</sup>, 2015 at 4:00 p.m. (cdt). EEO employer.

Minimum requirements: Bachelor's Degree in accounting, finance, auditing or related field and five years of experience in the field of accounting or auditing, or equivalent combination of education and experience. C.P.A. or Master's degree preferred. Substantial experience in municipal government accounting or auditing is strongly preferred. Supervisory experience is also strongly preferred. Extensive knowledge of the laws and ordinances pertaining to municipal financial practices and procedures is required. Must also have the ability to acquire and maintain an Iowa Driver's license and a good driving record. The successful applicant must have the ability to be bonded and be available for off- hour work assignments, meetings and activities. Must live within a 30-minute response time area.

Submit application, cover letter, detailed resume including 5 work related references, and supplemental question response, by April 2<sup>nd</sup>, 2015 at 4:00 p.m. to:

City of Norwalk  
Attn: Marketa Oliver  
705 North Avenue  
Norwalk, IA 50211  
(515) 981-0228 \* FAX: (515) 981-0933  
[www.norwalk.iowa.gov](http://www.norwalk.iowa.gov)

**Electronic submittals are strongly preferred** and may be sent to:

[moliver@norwalk.iowa.gov](mailto:moliver@norwalk.iowa.gov).

**Supplemental Question:** What is the finance department's role in the growth of the community and what skill set is essential in fulfilling that role? (Please limit responses to no more than one page.)

The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

**City of Norwalk**  
**Job Description and Specifications**

Job Title: Finance Director/City Clerk  
Department: Administration

Reports to: City Manager  
FLSA Status: Exempt

Union Statue: Non-Union

Date: February, 2015

Residency Requirement: Must live within  
30 minutes response time area

Pay Range: On file with the City Clerk

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Job Function:

Under general administrative direction of the City Manager, Mayor and Council, pursuant to the Code of Iowa. Performs a variety of complex and specialized supervisory, professional, administrative and technical duties which require accuracy, proficiency, confidentiality and independent judgment. Responsible for financial, budgetary and records management. Supervises office staff, including training and evaluations of staff members. Performs other duties as may be required.

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Equipment Used:

General office equipment and potentially a fleet vehicle to attend regional or out-of-town meetings.

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Principal Duties and Responsibilities

- The Finance Director is responsible for: administration and management of the city's budget and financial operations; advising the City Manager, Mayor and City Council regarding the city's overall financial health, including enterprise departments; and, forecasting revenue, expenditures, and financial trends.
- The Finance Director is responsible for: maintaining the safe custody of all city funds; maintaining an accurate record of funds, receipts, disbursements, special assessments, and debt service obligations; depositing funds; and, reconciling and certifying cash, investments, receipts and disbursements by fund.
- Responsible for the timely reconciliation of bank and financial statements.
- Directs payment and maintenance of the city's debt obligations.
- Prepares the annual budget detail with the assistance of the City Manager and ensure that the annual budget is completed and filed in accordance with state code.
- Responsible for preparing the Finance Director's monthly report and annual financial report.
- Manages investment of all public funds in accordance with policy.
- Implements and oversees internal control policies and procedures; serving as internal auditor for all city financial matters.
- Administer grant monies.
- Prepare five year capital improvement plan in conjunction with the City Manager and Department Directors.
- Develops and implements policies, rules and regulations for departmental tasks and assignments and supervises City Hall staff.
- Supervise accounts payable, accounts receivable and utility billing processes.
- Develops new procedures and policies for city operations including purchasing, invoicing and payment of city bills, contractual obligations, debt service and receiving and opening of bids on behalf of the city.
- Plans and organizes office workloads, schedules and staff assignments serving as office manager; approving time off requests, signing timesheets and performing employee evaluations.
- Provides assistance with customer service and customer relations.

- Provides office assistance when needed including serving as resource to provide direct payroll functions when needed.
  - The Finance Director has overall responsibility for the maintenance and custody of the city's records.
  - Supervises general insurance administration functions, including maintenance of insurance and fixed asset inventories, workers compensation, property, auto and general liability programs.
  - Reviews and approves all payroll reports and records.
  - Maintains accounts for purchases and contract commitments and property disposed of or sold by the city; records each transaction in the appropriate funds.
  - Responsible for actions and sales of city property.
  - Prepare all city financial reports required by city code, state code or federal regulations.
  - Ensure compliance of obligations by maintaining records of: bonds; TIF; tax rebate schedules; and, other economic development projects.
  - Responsible for filing and collection of assessments.
  - Attends regular and special council meetings; provides accurate accounting of proceedings.
  - Serves as custodian of official city records and documents.
  - Maintains personnel records and salary schedules for the city with the utmost confidentiality.
  - Supervises the maintenance of permanent city records including minutes, resolutions, ordinances, publications, postings, municipal election records and other binding agreements as required by city ordinance, state or federal law and maintain records of same.
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#### Entry Requirements and Skills:

Bachelor's Degree in accounting, finance, auditing or related field and five years of experience in the field of accounting or auditing, or equivalent combination of education and experience. C.P.A. or Master's degree preferred. Substantial experience in municipal government accounting or auditing is strongly preferred. Supervisory experience is also strongly preferred.

Extensive knowledge of the laws and ordinances pertaining to municipal financial practices and procedures is required. Must also have the ability to acquire and maintain an Iowa Driver's License and a good driving record. The successful applicant must have the ability to be bonded and be available for off-hour work assignments, meetings and activities. Residency: Must live within 30 minute response-time area.

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#### Required Special Qualifications:

- Extensive knowledge in accounting, municipal finances, investment, computer operations and payroll.
  - Knowledge of modern banking practices and methods involved in the receipt and disbursement of money and related fiscal record keeping.
  - Ability to plan, install and maintain an accounting system that conforms to generally accepted accounting principles as they relate to municipal government accounting.
  - Manipulating complex mathematical equations to plan and manage the city's budget.
  - Effectively using information technology including specialized municipal financial software.
  - Ability to plan, schedule, supervise and train the work of subordinate employees in a manner so as to encourage full and cooperative performance.
  - Preparing and giving presentations.
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Working Conditions:

- Works in an office setting.
  - Must be available for after hour meetings.
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Physical Requirements/Essential Functions:

- Must be insurable.
- Must be sighted.
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Ability to read, speak, write and understand English to effectively communicate with citizens, City Manager, elected officials and employees by telephone, in written form or face-to-face.
- Must be able to operate computer keyboard, calculator, telephone and similar office machines.
- Must be able to use office software technology including spreadsheet and word programs.
- Ability to perform mathematics necessary for accounting and bookkeeping.

**Note: This job description includes the primary job duties and requirements for this job. However, this job description is not intended to provide an exact description of all job duties and requirements.**

**The City of Norwalk reserves the right to change this job description at any time.**

**The City of Norwalk is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.**