Finance Director

City of Ferndale

ABOUT FERNDALE

The City of Ferndale is an active community of 20,000 located in southeast Oakland County, Michigan. Known for its mix of small-town neighborhoods and vibrant downtown district, residents and visitors choose Ferndale for its unique shopping and dining, peaceful parks, and safe homes and streets. Ferndale is a community in the truest sense of the word—a place where neighbors, artists, entrepreneurs, foodies, friends, and families come together to live, work and play.

CITY GOVERNMENT OF FERNDALE

Ferndale is run by the Council-Manager style of government. City Council consists of five councilmembers who oversee the City Manager. The City Manager has been with the City of Ferndale for nearly five years and employs a stellar management team that works together cohesively. Ferndale has approximately 130 full-time employees (FTEs) citywide.

The City provides comprehensive municipal services, including police and fire protection; community and economic development; road maintenance; parks and recreation; water, sewer, and solid waste; and an active district court. The City's budget is approximately $48 million, which includes the $17 million General Fund. The City is strongly positioned in the financial environment with a fully-funded employee pension fund and a nearly-funded police and fire pension. The City's credit rating was recently upgraded to AA- by Standard & Poors.

ABOUT THE POSITION

Under the policy direction of City Council and administrative direction of the City Manager, the Director of Finance coordinates and performs the financial accounting and treasury functions of the City. This position ensures accurate accounting of all City funds; monitors expenditures; collects taxes and other receivables; administers accounts payable, payroll, and employee benefits; oversees debt issuance and repayment; assists in the preparation of the annual budget; and coordinates the audit process.

Priority focus areas will include:

- Finance software system conversion: The City moved from New World to BS&A financial software in July 2015; the new Director will be heavily involved in completing this transition and assisting users in utilizing the system to its fullest capabilities.

- Updating fiscal forecast: The new Director will be tasked with budget forecasting and moving toward a three-year budgeting cycle, which will also include a Capital Improvement Plan.

- Bond management: The City of Ferndale recently gained voter approval for a $48 million infrastructure bond for road improvements and a $2 million bond for parks and recreation. The City will begin expending funds in January 2016.

- Employee management and development: The new Director will be responsible for managing, directing, and supporting staff through new position restructuring that will require training and development support and accountability.

- Policies and best practices: The City's finance policy was last updated in 2010; the new Director will be responsible for reviewing, articulating, and/or improving the City's existing financial policy and related administrative policies. Financial policies ensure compliance with applicable laws and regulations, promote operational efficiency, and manage organizational risk by specifying requirements and standards for consistent management of City financial resources.

Click here for the full job description.

OUR IDEAL CANDIDATE

The City of Ferndale is seeking a trustworthy, seasoned financial professional. Priority will be given to those with extensive municipal experience; however, the City is open to private sector experience. The ability to communicate clearly and explain complex finance issues is essential.

A collaborative work style is one of the most critical characteristics for the new Finance Director. The selected candidate will be expected to build positive relationships with other departments and maintain open and transparent communication. The ideal candidate will be a confident and engaged leader, mentor, and coach, as well as someone who manages in a fair and helpful manner that encourages the personal and professional success of their employees and holds employees accountable for accomplishing departmental and personal goals and objectives.

Detailed knowledge of budget preparation and controls, treasury and cash management, public financing and EBT management, and Generally Accepted Accounting Principles (GAAP) are essential.

EDUCATION AND EXPERIENCE

Required

- Bachelor's degree in accounting, finance, public administration, or related field
- Five years of professional accounting or financial management experience in a municipal setting (the City is open to private sector experience)
- Supervisory experience

Preferred

- Master's degree and/or CPA
- Experience with BS&A financial software

COMPENSATION AND BENEFITS

The City of Ferndale offers a competitive salary commensurate with experience. Ferndale's excellent benefits package includes medical, dental, and vision coverage; life insurance; generous paid time off (sick, vacation, and personal); and flexible spending accounts. A general contribution to retirement is also provided, as well as voluntary 457 deferred compensation and Roth IRA programs. A flexible work schedule is also part of the robust benefit package.

TO APPLY

Please provide your resume and cover letter with salary requirements to the City of Ferndale at bit.ly/ferndale-financedirector. This position will be open until filled; first review of resumes will be Jan. 11, 2016. For further questions regarding this posting, please contact April Lynch at alynch@ferndalemi.gov.