



Position Open

Finance Director/City Treasurer

The City of Waupaca is seeking applicants for a full-time Finance Director/City Treasurer.



THE CITY OF WAUPACA'S MISSION IS TO PROVIDE SERVICES THAT ENSURE A SAFE, VIBRANT, AND CONNECTED COMMUNITY



The Position

The City of Waupaca Finance Department is seeking a qualified applicant to fill a full-time role within their department. This position serves as the City's chief fiscal officer and treasurer, overseeing all financial operations as outlined in the City Code and State Statutes. Key duties include supervising Finance Department staff, maintaining City financial records, managing annual audits, and preparing financial statements and required State/Federal reports. The role works closely with the Mayor, City Administrator, and Department Heads to develop the annual budget and present it to City Council. It also oversees cash management functions, including cash flow analysis, investments, and reconciliations. The role also administers and supervises the City payroll process, related reporting functions, and coordinates insurance and employee fringe benefits.

An ideal candidate will have knowledge and skills in generally accepted accounting procedures, especially with regard to municipal finance.

A formal job description can be viewed at <https://www.cityofwaupaca.org/transparency/job-descriptions/>.

Education & Experience

A Bachelor's Degree in Accounting, Finance, or Public Administration from an accredited college or university. Experience as a Finance Director, Assistant Finance Director, or Treasurer is preferred. Knowledge of generally accepted accounting procedures, municipal tax billing collection and settlement procedures, and budgeting/financial forecasting is important. Any equivalent combination of training and experience which provides the preferred knowledge, ability, and skills.

Though the City of Waupaca has a list of preferred qualifications, applicants interested in the position should know that the City may consider giving support to high-quality candidates without the exact preferred prerequisites through training opportunities while in the position. The City of Waupaca values relevant work experience to a high degree and believes that specific job-related skills can be learned through job experience, supported training, and involvement in professional associations.

Compensation & Benefits

Position is full-time exempt, with starting salary range of \$90,000 - \$100,000 annually. The City of Waupaca offers a generous benefits package which includes participation in the Wisconsin Retirement System, health/dental/vision insurance, paid time off, a paid gym membership, Employee Assistance Program, and more!

Application Process

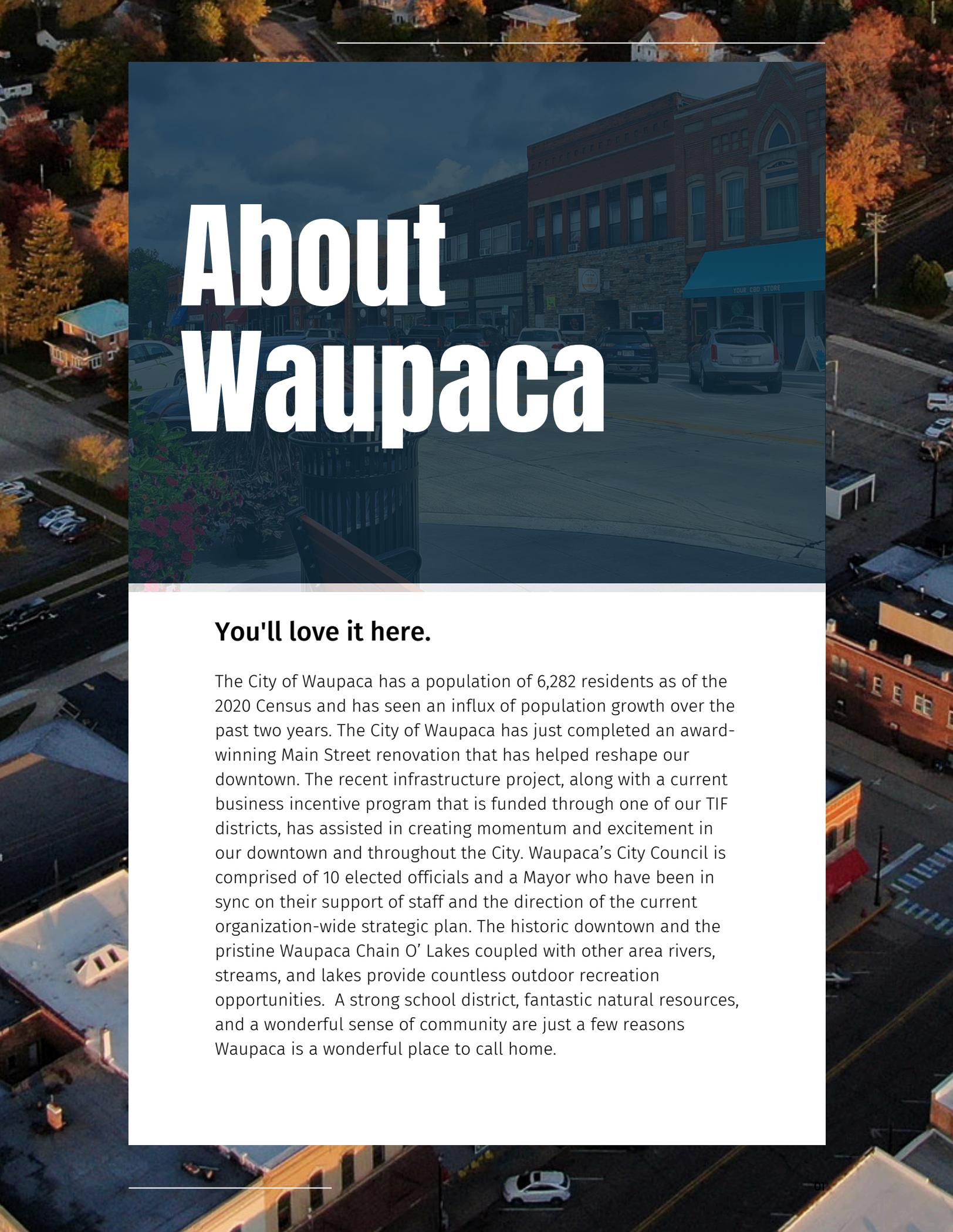
Interested professionals should submit application materials to employment@cityofwaupaca.org.

Application material should include the following:

- City of Waupaca Employment Application
- Cover Letter
- Resume
- References

Complete applications will be accepted until the position is filled. All questions should be directed to Kate Wieters at employment@cityofwaupaca.org.





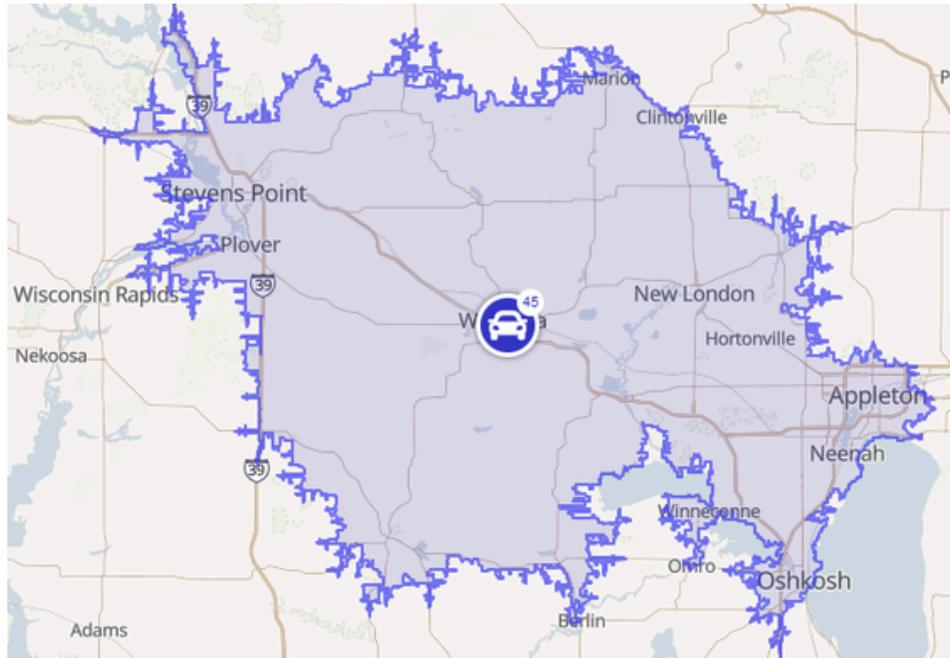
About Waupaca

You'll love it here.

The City of Waupaca has a population of 6,282 residents as of the 2020 Census and has seen an influx of population growth over the past two years. The City of Waupaca has just completed an award-winning Main Street renovation that has helped reshape our downtown. The recent infrastructure project, along with a current business incentive program that is funded through one of our TIF districts, has assisted in creating momentum and excitement in our downtown and throughout the City. Waupaca's City Council is comprised of 10 elected officials and a Mayor who have been in sync on their support of staff and the direction of the current organization-wide strategic plan. The historic downtown and the pristine Waupaca Chain O' Lakes coupled with other area rivers, streams, and lakes provide countless outdoor recreation opportunities. A strong school district, fantastic natural resources, and a wonderful sense of community are just a few reasons Waupaca is a wonderful place to call home.

Waupaca

AWAY FROM IT ALL, BUT NEARER THAN YOU THINK.



Your next career is just a hop, skip, and a jump away. From Appleton, Oshkosh, Clintonville, and Wisconsin Rapids, Waupaca is just a 45-minute commute. New London and Stevens Point are even closer, about a half-hour drive from City Hall. Join our team and enjoy a competitive wage and generous benefits package, wherever you live.

Located in the heart of central Wisconsin at the junction of US Highway 10 and State Highways 22, 49, and 54, Waupaca is a two-hour drive from Milwaukee and Madison.

REGIONAL POP.

~400,000

within 45 minute
driving radius

NUMBER OF LAKES

240

in Waupaca County

LOCAL BUSINESS

600+

throughout the City of
Waupaca

