



**FINANCE DIRECTOR/TREASURER  
CITY OF PORTAGE, WISCONSIN**

**Finance Director/Treasurer, Portage, WI (pop. 10,500).** Within 30 minutes of the City of Madison, Portage is located between the Fox and Wisconsin Rivers, and nearby two major Interstate highways. Combined, these features offer an abundance of four-season recreation with a high quality of small-town life, all enhanced by easy access to urban amenities.

Portage is a full-service municipality. The city is about nine square miles, and is home to a number of manufacturing companies and industries. The downtown retail district is a vibrant location for residents and tourists alike.

The Finance Director/Treasurer is a key member of the City's management team in a financially stable organization, and reports to the City Administrator. The City maintains A1 bond rating from Moody's Investor Services, and enjoys a healthy fund balance.

The City seeks a technically skilled and team-oriented Director to manage a variety of financial activities. The City's next Finance Director joins a collaborative administrative team; the Director helps sustain the city's fiscal health and stability, and assures that the city achieves its financial objectives through solid fiscal planning, budgetary controls, and the maintenance of financial accounts and records.

In concert with the City Administrator, the Director develops and manages a general fund budget of approximately \$8 million, and combined budgets of more than \$12.3 million. The City has seven active TIF districts.

The new Finance Director/Treasurer can expect to:

- Provide leadership in the organizational transition from a Director retiring after more than 10 years with the City;
- Work collaboratively with the City Administrator and all city departments, with particular coordination with the City Clerk's office as some of staff's time is shared;
- Counsel the City Administrator and elected officials in the handling of more than \$1 million in Consolidated Appropriations Act funds;
- Identify opportunities for revenue enhancements, grants, and expenditure control, including the financial oversight of tax incremental districts;
- Be a liaison to the Council's standing Committee on Finance and Administration, the Community Development Authority and the Joint Review Board; and
- Have an active hand in managing two enterprise funds as the City has water and sanitary sewer utilities with more than 3,600 residential and commercial customers.

The City is seeking an ethical and experienced professional with strong technical and interpersonal skills. The ideal candidate will have an inclusive managerial style, as well as clear, concise, and open communication skills.

The successful candidate will:

- Have a record of responsiveness, problem solving and decisiveness;
- Possess a passion for public service; and
- Have a desire to work collaboratively with City departments in the delivery of municipal services.

Candidates should also have:

- A Bachelor's degree in accounting, finance or related field; a Master's degree and/or CPA is desired, but not required;
- Three – five years of financial experience, certified municipal treasurer, or any combination of education and experience that provides equivalent knowledge, skills and abilities;
- A combination of public and private sector finance experience is ideal; and
- Working knowledge of financial management/ERP systems.

Starting salary range for the position is \$85,000 – \$95,000 +/- DOQ. Excellent benefit package.

Candidates should apply by December 13, 2021 (open until filled) with resume, cover letter and contact information for three work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Lee Szymborski, Senior Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240 ext. 103. The City is an Equal Opportunity Employer.

[Click Here to Apply!](#)