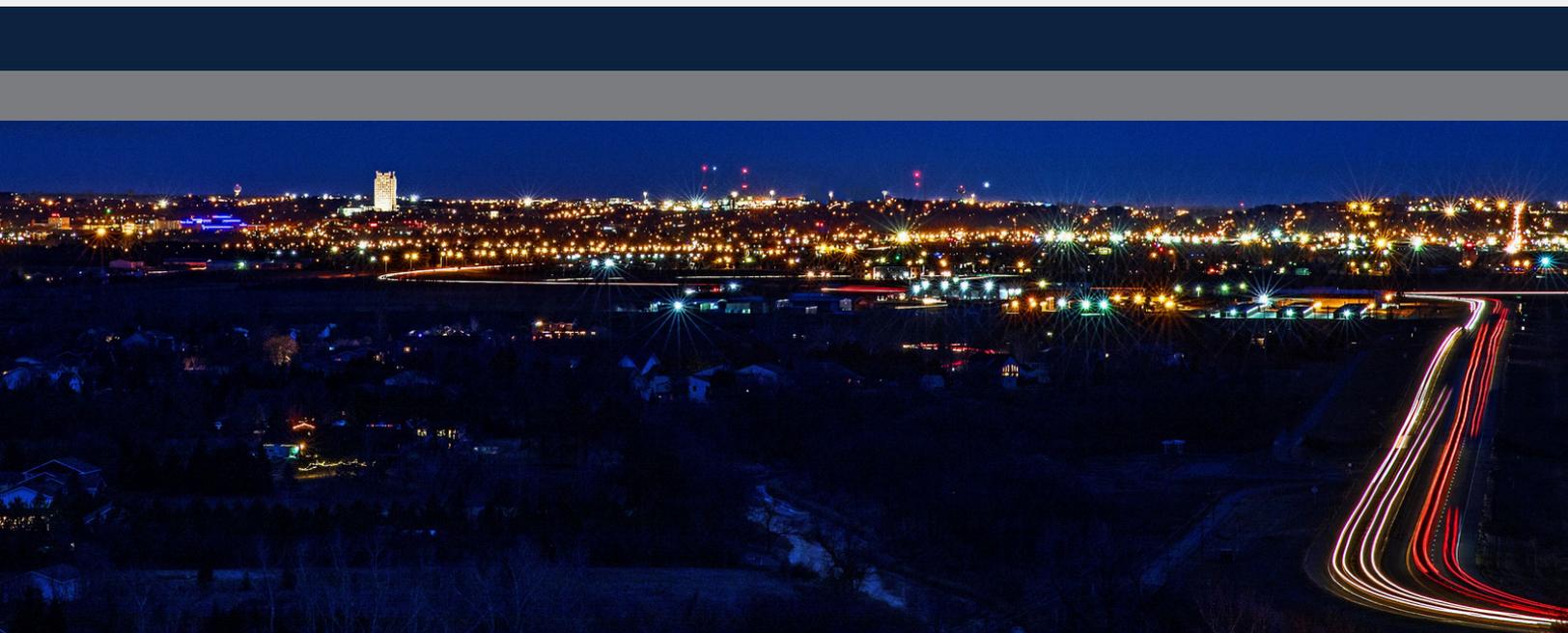




# **Finance Director**

City of Bismarck, ND



# THE COMMUNITY

Bismarck, North Dakota, is the state capital and the county seat of Burleigh County. As the second largest city in North Dakota, Bismarck offers a unique blend of history, culture, and community spirit. Nestled along the Missouri River, it serves as a central hub for both residents and visitors.

The Bismarck-Mandan metropolitan area is home to an estimated 133,626 people. The area is characterized by its rich history, highlighted by landmarks such as the North Dakota State Capitol and the nearby Fort Abraham Lincoln State Park. Outdoor enthusiasts appreciate Bismarck's access to parks, trails, and recreational activities, including hiking, biking, and fishing.

Bismarck and Mandan are safe and growing communities with great schools, a stable economy, and a vibrant mix of people who care are about their growing cities. There are three colleges in Bismarck: University of Mary, Bismarck State College, and United Tribes Technical College that offer a wide variety of educational programs, certificates, and degrees.

# THE DEPARTMENT

The City of Bismarck's Finance Department provides support services to operating departments in the areas of finance and budgeting, accounting, and the assessment of real property. The department also invests excess City funds in approved investment instruments and ensures adequate cash availability for City expenses.

The goals of the department are to:

- Deliver reliable financial management to other departments.
- Assist other departments in achieving their goals and objectives.
- Increase the efficiency and effectiveness for the entire organization.

***Scan here to learn more about the Finance Department***



# THE DIRECTOR

The Finance Director serves as the Chief Financial Officer and financial advisor to the Finance Commissioner, the City Commission, and City administrators.

The Finance Director has administrative oversight of Fiscal Services, Special Assessments, and Assessing divisions.

## DESIRED CAPABILITIES

- **Detailed-Oriented:** Meticulous and consistent in matters of confidentiality, accuracy, and attention to detail.
- **Strategic Thinker:** Analyze complex information, solve problems, and identify effective solutions.
- **Professional:** High degree of integrity, professionalism, and awareness of others' needs.
- **Communicator:** Command of written and verbal communication skills, with the ability to clearly present financial information to diverse audiences.
- **Organized:** Prioritize and meet deadlines, while remaining flexible and nimble.
- **Collaborative:** Skilled at working independently and as part of a diverse team, adapting communication styles as needed.
- **Project Manager:** Capable of planning and coordinating “short and long-range projects” to improve financial systems.
- **Tech-Savvy:** Proficient with computers, business software, and financial systems.

## DIRECTOR DUTIES

- Lead the citywide annual budgeting and planning process in collaboration with senior staff.
- Establish the department budget and authorizes expenditures; prepare recommendations for budget amendments.
- Develop and implement long-term financial strategies for organizational sustainability.
- Monitor financial progress and recommend proactive strategies to optimize performance.
- Develop and analyze financial reports, including budget forecasts, trend assessments, and liquidity analysis.
- Ensure compliance with the City’s budget ordinance, generally accepted accounting principles (GAAP), local ordinances, city policy directives, and applicable state and federal laws.
- Review and approve city contracts.
- Prepare timely and accurate monthly, quarterly, and annual financial reports.
- Oversee the procurement process, policies, ordinances, and procedure.
- Perform other related duties.

**Mission:** *Together, we deliver exceptional public service.*

**Vision:** *Bismarck is a dynamic community committed to an extraordinary quality of life.*

# What We Offer:

## COMPENSATION & BENEFITS

- Competitive hiring range: \$150,000-\$175,000 (dependent on experience)
- Comprehensive health benefits package
- Defined benefit pension plan
- Generous holiday and paid time off
- Professional developmental opportunities

## IMPACT & GROWTH

- A meaningful impact on the lives of Bismarck citizens.
- Strategic leadership role as part of the city leadership team.
- Work with a dedicated team passionate about the city's mission.
- Contribute to the city and state policy discussions.

## WORK ENVIRONMENT

- Flexible, supportive, and collaborative culture and work environment.
- Engage with multiple departments for varied and rewarding experience.
- Workplace built on integrity, trust, and respect.
- All necessary equipment provided.



## QUALIFICATIONS

- Requires a bachelor's or master's degree in accounting, finance, business administration, economics, or closely related field.
- Requires seven years of professional financial management with responsibility for human, fiscal, and material resources.
- Certified Public Accountant (CPA) is preferred.
- Public Sector accounting or finance experience is preferred.
- Valid North Dakota driver's license required (or ability to obtain).

## APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter, resume, and transcripts by visiting our website at:

[www.bismarcknd.gov/jobs](http://www.bismarcknd.gov/jobs)

The top qualified candidates will be selected for testing and an assessment process. For additional information, please email Kaitlyn Duncan at [kduncan@bismarcknd.gov](mailto:kduncan@bismarcknd.gov) or call 701-355-1333.