



SUN PRAIRIE

City of Sun Prairie, Wisconsin Finance Director Recruitment Bulletin

The Community

Sun Prairie (37,310 pop.) is the second largest city in the thriving Madison metropolitan area, a region that is regularly regarded near the top of rankings for livability and quality of life indicators. Sun Prairie averages \$100 million in new real estate development and 1,000 new residents per year. We have a vibrant downtown, excellent education, and a thriving Parks system. In addition to being home to the Sweet Corn Festival, the City hosts many community events, including the Fire and Lights parade, Frozen Fun Prairie, Groundhog Day, a downtown Farmers' Market, Concerts in the Park, Juneteenth Day celebration, a pride festival, and an annual multicultural fair.



Sun Prairie has a part-time Mayor and Common Council with a full-time administrator, who is supported by an Executive Leadership Team. Our leadership is committed to providing quality city services, being an employer of choice, and creating a thriving community. The City is a diverse, inclusive, and welcoming place to live and work.

The Position and Work Environment



The City of Sun Prairie is seeking a Finance Director to join our team. Reporting to the Director of Administrative Services, the Finance Director will be responsible for the day-to-day management of the Finance Division (7.60 FTE). The City's next Finance Director should be a technically skilled and collaborative professional capable of managing a variety of financial activities and working

alongside all department managers in identifying opportunities and improving processes.

The City of Sun Prairie has an excellent bond rating of Aa2 from Moody's Investor Service. The overall expenditure budget is \$165.8 million (excluding transfers and internal service funds), and the general fund budget is approximately \$41 million. The City is a triple crown GFOA award winning community earning consistent recognition in receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting, Popular Annual Financial Reporting Award, and the Distinguished Budget Presentation Award. Additional information, including the

Application Deadline: June 28, 2024
Apply online at cityofsunprairie.com/jobs



City's annual budget documents, PAFRs, and ACFRs, can be found on the City's website at www.cityofsunprairie.com.

Our organization is a leader in planning for the future with an annual update to our five-year financial management plan and 10-year capital improvement plan. We take advantage of grant funding where available with \$1.5 million of American Rescue Plan Act funding passed through to our community partners and we have been awarded over \$5.7 million in grant funding over the past two years from external organizations. The recent \$1.8 million implementation of our nonunion pay plan make us a competitive employer in the Madison-area labor market. Our City Council and department managers will participate this summer in updating our strategic plan and setting new goals for the future.

Organizational Values

Last year we worked at all levels of the organization in developing our organizational values. Our adopted organizational values are:

- **Show Up, Step Up:** Immerse yourself in the city and be all in for our community, excited to serve. Take pride and make an impact.
- **Find A Way:** Bring energy and curiosity. Demonstrate commitment as you embrace change. Nothing is impossible – run with it.
- **Collaborative Heart:** Love the team environment you create. Listen, lead, and nurture connection. Back each other up and address challenges as a team.
- **Guide & Grow:** Be an expert and a coach. Let competence inspire confidence. Grow as an individual alongside the city.
- **Shine:** Be true to yourself. Show respect and compassion for all. Speak and act authentically. Laugh often.



Implementation of our organizational values continues in 2024 by providing extensive supervisory training titled “Guide & Grow” to foster authentic, ongoing connections with team members and reinforce a culture of coaching. We also kicked off a new employee recognition program and expanded our personal and professional development program.

Qualifications and Experience

The City of Sun Prairie is a high-performance organization and is committed to advancing equity, honoring our diverse identity, and creating an inclusive culture. All candidates are required to have a bachelor's degree in accounting or finance with certification as a CPA, MBA, MPA, CPFO and/or CGFM designations.

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The ideal candidate will have 10 years of progressive finance experience including governmental accounting and supervisory experience, or any combination of training and experience that has developed the following skills:

- Communicating effectively with internal and external contacts, including members of the City's Executive Leadership Team and the City Administrator.
- Knowledge of Generally Accepted Accounting Principles for financial accounting including general ledger accounting and account reconciliation.
- Ability to formulate and install standard accounting methods, procedures, forms, and records in an automated environment.
- Ability to supervise, train and direct staff.
- Ability to evaluate and prioritize situations and tasks.
- Advanced knowledge of Microsoft Office suite applications and comfort working with various software including word processing, spreadsheets, databases and integrated financial software systems, and calendar and email systems.

Benefits and Wellness

The City of Sun Prairie is a leader in employee benefits and wellness. Check out our benefit package by viewing our [2024 Benefits Guide](#) or reviewing the information available on [the Human Resources website](#).

In addition to being a Public Service Loan Forgiveness qualifying employer, our comprehensive benefits package includes:

- Enrollment in the Wisconsin Retirement System
- GHC Health Plan – no employee premium payment
- Dental Insurance
- Disability Insurance
- Life Insurance – term and whole-life
- Paid Sick Leave with conversion at retirement
- 11 paid holidays
- Paid parental and caregiver leave
- Paid vacation and personal leave
- Vision Insurance (voluntary)
- Pet insurance (voluntary)
- Employee Wellness Clinic
- Employee Assistance Program
- Dress for your day dress code
- Hybrid work environment
- Flexible work schedules

Tentative Hiring Timeline

June 28, 2024: Applications Due
Week of July 15th: Initial Interview via Zoom
Week of July 22nd: Final Interview and Assessment Center
September 3, 2024: Tentative Start Date

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