



EMPLOYMENT OPPORTUNITY

City Treasurer/Finance Director

Application Deadline: June 1, 2021



POPULATION
3,118
SIZE
3.83 sq. miles
BUDGET
2.8 million
STARTING SALARY
\$50,000-\$60,000 DOQ





THE COMMUNITY

In 1864, a logging camp was established in the area that is now downtown Clare. In 1870, the Flint and Pere Marquette Railroad extended the rail tracks through the area. By 1878, Clare was a thriving community.

The City of Clare is located in two counties, Clare and Isabella County. Although, majority of the city is in Clare County. The City and County of Clare is named after “County Clare” in Ireland.

Two US highways intersect the City. US 127 runs north-south and US 10 runs east-west. The City of Midland is located 33 miles to the southeast, and the City of Mount Pleasant, home of Central Michigan University, is 13 miles to the south. The 2010 US Census population of the City of Clare was 3,118 residents. Clare County has a population of 30,926.

In 1871, Clare was incorporated as a Village and in 1891 became a City. The City is made up of 3.83 square miles. In 2010, there were 1,354 households, and median annual household income in 2017 estimated at \$33,559, below the state average of \$54,906. Per capita income is estimated in 2017 at \$24,764, and in 2019 the COLA index was 77.6.

The city has excellent parks and recreation facilities, including Brookwood Athletic Complex, Emerald Isle Recreation Complex, Clare Memorial Park, Maple Street Park, Pettit Park, Shamrock Park, and Stamina Stadium Sports Park. In addition, the 30-mile Pere Marquette Rail to Trail connects Clare with the City of Midland. The city has maintained good working relationships with the adjoining townships and has two 425 agreements.

The City of Clare is home to the Clare Public School District. It is viewed as one of the best schools in the region, with over 1600 students and 160 employees. Because of its excellent academic reputation, over 30% of its students are school of choice.

The City of Clare is also home to a well-regarded Mid-Michigan Health Systems Hospital, medical clinic and health professionals. The hospital has over 350 employees.

The city, in partnership with the Clare Chamber of Commerce and its business sponsors, pre-COVID, put on several festivals and events, including Clare’s Annual Irish Festival that draws up to 20,000 people, Taste of Clare, Christmas in Clare, Summer Music fest and old US27 Motor Tour.

The city has two successful industrial parks. The Southern Park is nearly built out, and the newer Northern Industrial Park still has expansion opportunities. The city supports industrial development and expansion and has a history of granting industrial facilities tax breaks of 50% on taxable value for up to 12 years and is known for working with companies to locate to the city.

The areas around the city have a sizeable Amish population, and horse and carriage traffic are daily sights in the city.



THE ORGANIZATION

Clare is a traditional council-manager form of local government where the city commission appoints the City Manager, city treasurer, city clerk, and city attorney. The city commission sets policy and direction, approves the budget and major expenditures and projects while also serving as the legislative authority through the approval of ordinances, resolutions, and major financing and planning initiatives.

Five non-partisan elected at-large officials make up the city commission. They serve staggered four-year terms, with up for election in 2022 and three up for election in 2024. The mayor and mayor pro-tem are elected annually by the city commission at the first meeting in January.

The City Manager is the administrative director for all day-to-day operations. Department heads report to and are hired by the City Manager. The city commission has a solid history of working together cooperatively and local politics have been stable and respectful. The city commission looks for and is sensitive to the needs and input of city residents.

Clare is a full-service city with several department heads, including city treasurer, city clerk, DPW director, parks and recreation director, assessor, police chief, fire chief, water and wastewater superintendent, airport manager, and a district library director.

The city has a police department that provides 24-hour coverage, has mutual aid agreements with the Clare County and Isabella County Sheriff Departments, and has 12 auxiliary officers.

The fire department has 24 paid on-call fire fighters and is part of a fire district that provides fire protection to 112 square miles in and around the city, including all of Grant and Sheridan Townships in Clare County and portions of Vernon and Wise Townships in Isabella County. The fire district is funded by a 1.1-mill levy assessed in all the areas of coverage. The City of Clare has a ISO rating of 4.

The city operates the Clare Municipal Airport in the NE corner of the city. It is a general aviation airport with two runways. Runway #22 is 3,500 feet long and runway #27 is 2,500 feet long. The airport has a flight school, provides airplane maintenance and has an active pilot's association.

The Pere Marquette District Library was constructed in 2008 and serves a district bigger than the city limits. It is funded with a .95 mill library district tax.

The city owns the Cherry Grove Cemetery and the DPW is responsible for its operation and maintenance.

The city has some environmental issues, including a closed and capped landfill, a superfund site with an identified principal responsible party, about 200 galvanized service water lines to replace (currently being completed with funding already secured), and has an adopted well head protection plan.



Much of the City's technology was recently replaced, and all City Offices are connected with fiber optic cabling for voice and data communications. Municipal buildings currently have a Gigabit connection (up and down) to the Internet. The city utilizes the full suite of the municipal specific and integrated BS&A software programs.

The city is currently undertaking a special assessment project to dredge Lake Shamrock (funded by a lake property owner special assessment and city general funds) and the Clare County Drain Commission is in the process of maintenance clearing and dredging on the Little Tobacco River Intercounty Drain.

The city has authorized medical marijuana dispensaries, and has authorized both medical and recreational for the operation of cultivation facilities, processing, safety inspection and transport facilities.

The city is currently working on getting certified as MEDC Redevelopment Ready Community (RRC).

The City Recreation Plan and the City of Clare Master Plan will expire in 2021.

The City of Clare is proud of its rich, small town heritage and a community that truly cares for one another. The City of Clare is a community that maintains its small-town atmosphere, while providing a variety of retail and service-oriented businesses, quality recreational activities, employment opportunities and housing choices to its over 3,000 residents, while serving as a regional hub for medical, educational, business and retail activities.

Clare, in coordination with adjoining townships, has a history of managing growth that makes the best use of the residential, commercial and industrial areas while making wise investments in infrastructure and land resources. The City is supportive of economic and industrial development and is considered business friendly. The City works to ensure new development will enable the city to maintain a high quality of life and support existing infrastructure, business and housing.

Clare is fortunate to have a historic downtown that is vibrant, pedestrian in scale, and architecturally interesting. Within the downtown area, the walkways, decorative streetscape elements, and the one and two-story historic brick buildings provide the city with a truly unique image that many communities strive for today.

Clare has an active Downtown Development Authority that works closely with city leadership and the business community to keep the downtown economically sound and vibrant. A portion of the downtown is listed in the National Register of Historic Places.

The City Treasurer/Finance Director serves as an administrative officer appointed by the City Commission and is responsible to the City Manager for the effective administration of their respective department and all activities assigned to them. The current City Treasurer/Finance Director is retiring after 14 years of dedicated and professional service to the city.



The Ideal Candidate

The City of Clare is seeking a detail-oriented professional that will bring technical competence and financial acumen to the City Treasurer/Finance Director's office. The successful candidate must understand the business implications of their decisions and align their efforts with the financial goals of the City. Candidates should be capable of building effective working relationships with their fellow department heads as well as their support staff. They should be a person of exceptional character and integrity – someone who possesses the highest ethical standards and understands that they will be entrusted with the public's funds. They should also be able to demonstrate creative problem solving and provide appropriate financial alternatives and recommendations to the City Manager and City Commission.

The citizens of Clare have high expectations for all their city staff, and the City Treasurer/Finance Director will need to work hard to meet them. The City Treasurer/Finance Director must be open and honest, possess a high degree of integrity and promote transparency. The individual will work diligently to keep the City Manager informed about any potential financial concerns, and develop the information to assist the City in making good, informed decisions. The City Treasurer/Finance Director will also be expected to work toward win-win solutions, while prioritizing the prudent use of taxpayer dollars.

While we expect to receive applications from candidates with government and/or municipal experience, the City is willing to provide training to a highly qualified candidate that would like to transition from the private sector. A private sector applicant should demonstrate how their experience in their industry has prepared them for the unique aspects of government accounting and municipal finance.

City's Financial Status

The City of Clare is financially sound and has an AA bond rating from Standard and Poor's. The city's general fund revenue exceeds \$2.8 million, and a fund balance of \$566,534 as of the end of June 30, 2020. The city has \$23,759,586 of capital assets, and \$9,118,113 in long term debt. The city has a 2020 taxable value of \$91,294,004 and levy's 18.5 mills for general operations, .75 mills for parks and recreation and 3.0 mills for street improvements.

The city has 27 full time employees, 7 part time employees and 9 seasonal employees. The city has two Teamsters Unions, one for hourly and one for supervisors, and the police department has 2 police unions, POAM for hourly and COAM for command officers. Police full-time employees have MERS B-3 defined retirement plan with 10-year vesting and employee contribution of 8%. Other full-time employees have MERS B-3 defined retirement plan with 10-year vesting and employee contribution of 4%. As of December 31, 2019, the MERS plans were funded at 59% with a net pension liability of \$4,013,890.

Despite this excellent financial footing, as one might expect with municipal finance constraints, resources remain tight. The City needs to continue to look critically at all its expenses and to optimize service delivery. Taxpayer dollars must be protected and used wisely while ensuring the continuation of the high-quality services the residents expect.



City Treasurer/Finance Director's Office

The City Treasurer/Finance Director's Office is made up of two employees, including the City Treasurer/Finance Director and the Deputy Treasurer/Finance Director. Technical support is provided by the City's auditing firm and financial advisors for specific projects such as larger debt (bond) issues. The City Treasurer/Finance Director also works very closely with the other administrative departments of the City including the Assessor, Clerk and City Manager. The City Treasurer/Finance Director's office collaborates with the department heads to develop the annual budgets as well as financial reports for the various City functions. They work closely with the City Manager and the City's auditing firm to keep the City Commission apprised of the financial affairs of the City.

Essential Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and administers the financial activities of the City in accordance with Generally Accepted Accounting Principles and local, State and Federal regulations. Oversees centralized accounting and bookkeeping activities including accounts payable and receivable, payroll, cashiering, tax billing, utility billing and related work. Also serves as the Treasurer of both the City's DDA and the LDFA.
2. Responsible for the coordination and implementation of the City budget process. Works with other City departments in developing budget requests and revenue and expense projections. Reviews departmental budget requests and provides expertise on accounting and reporting procedures and City fiscal policies. Oversees budget amendments and transfers as needed.
3. Plans, organizes and performs financial accounting activities and prepares and submits required reports in accordance with accepted fiscal practices and Federal, State and local regulations. Monitors financial reporting requirements from the State of Michigan and assists departments in preparation of project specific reports.
4. Oversees the disbursement of funds in accordance with the provisions of law and the City Charter, and ensures the filing of all monthly, quarterly, and year-end employment related reports as needed. Oversees the daily cash-out of the tax cash drawer. Ensures tax receipts and cash balance at the end of each business day.
5. Manages the year-end closing of financial records and general audit. Prepares year-end adjustments and schedules. Works with auditors to ensure accuracy of financial reporting. Provides documentation and analysis to the auditors as needed.
6. Manages the sorting, processing and mailing of tax billings, and collection of real and personal property taxes, special assessments, fees and other monies due to the City. Administers delinquencies, public notices, and bankruptcies as appropriate. Distributes tax money to appropriate accounts and balances tax rolls with all necessary agencies.



7. Responds to taxpayer inquiries in person or by phone, and processes and resolves complaints. Explains taxation issues, investment practices, and the tax assessment and collection process. Responds promptly to requests for information from City officials, financial institutions, title companies, realtors and other City administrators.
8. In coordination with the City Manager, oversees the issuance, administration and repayment of debt including bonds and installment agreements.
9. Monitors the status of other revenue sources including, State and Federal funding. Evaluates financial trends and fiscal status, performs cost analysis, and prepares and presents recommendations.
10. Performs cash management functions including investment of municipal funds. Assures the balancing of all funds and reconciliation of all internal and bank accounts. Investigates and examines various investment options in order to achieve the best possible rate of return.
11. Plans, organizes, and directs all aspects of Treasurer/Finance departmental operations including personnel, budgeting, and general administration. Develops, recommends and implements Treasurer/Finance departmental policies and procedures, internal controls, and goals and objectives in accordance with department needs, City policies, and legal requirements.
12. Recruits and recommends the hiring of Treasurer/Finance department employees. Assigns work, supervises Treasurer/Finance department personnel, evaluates performance, and oversees training and professional development. Takes disciplinary action according to established procedures.
13. Coordinates the City's IT services and projects with the support of the City's IT consultant including replacement of primary IT infrastructure including servers, network components and other technical equipment. Troubleshoots basic IT issues and coordinates with IT consultant for more complex issues.
14. Acts as Treasurer/Finance departmental spokesperson and liaison to the public. Responds to public inquiries and investigates complaints. Establishes and maintains effective relationships with other departments, citizens, city officials, employees, and others.
15. Attends meetings, conducts research, compiles information, prepares reports, and completes special projects as assigned.
16. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate and as allowed by policy.
17. Performs other related duties as assigned.



Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A bachelor's degree or the equivalent in accounting, finance, business administration or related field is required.
- Five or more years of progressively responsible experience in accounting, finance, or related field is required. Previous experience in a government setting with supervisory responsibility is strongly preferred.
- Knowledge of the principles, practices and legal regulations of government finance, financial reporting, budgeting, accounting, and investing.
- Thorough knowledge of generally accepted accounting principles and experience with governmental accounting principles and practices and the ability to apply them accurately.
- Skill in assembling and analyzing financial data, developing operating and capital budgets, and preparing comprehensive and accurate reports.
- Demonstrated skill in the use of specialized financial software, office equipment and technology, and the ability to master new technologies.
- Experience in implementing and providing diverse programs and services, and directing the utilization of personnel, technology and other resources.
- Experience evaluating and controlling a variety of financial services and the ability to make sound policy and procedural recommendations.
- Experience performing payroll functions, including knowledge of payroll software and understanding of IRS regulations and requirements.
- Ability to communicate effectively and present ideas and concepts orally and in writing, and make public presentations.
- Demonstrated success in establishing and maintaining effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, community leaders, and the public.
- Knowledge of government services, organizational structure, and general municipal operations to effectively direct and assist the public.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.



- Ability to flex schedule outside of normal business hours, travel to other locations, and work extended hours as operational needs demand.
- State of Michigan Vehicle Operator's License, a satisfactory driving record, and the ability to maintain one throughout employment.

Physical Demands of the Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works in an office setting with a controlled climate where they sit and work on a computer, communicate by telephone, email or in person, move around the office to travel to other locations, and lift and/or move items of light to moderate weight. The noise level in the work environment is usually quiet.

Base Salary and Benefits

Starting salary for the City Treasurer/Finance Director is \$50,000-\$60,000 DOQ.

The City offers an exceptional benefits package which includes:

- Paid Time Off
- Low deductible health care insurance
- Insurance buy-out for those insured under a spousal policy
- Vision insurance
- Dental insurance
- Pension plan
- Life Insurance
- Short-Term Disability
- Accidental Death Benefit
- Employee Assistance Program
- Professional Development
- Optional benefits – 401a plan, 457b plans, Aflac

Application Information

Applicants must submit an online application @ www.cityofclare.org, letter of interest, resume listing qualifications, and provide a minimum of three, current, professional references to the City Manager at 202 W. Fifth Street, Clare, MI 48617 to arrive no later than close of business on June 1, 2021. Applicants must possess a valid driver's license and are subject to a background and credit check. The City of Clare is an equal opportunity employer and provider.