



CITY OF CREVE COEUR

DIRECTOR OF FINANCE POSITION PROFILE

APPLICATION REVIEW BEGINS DECEMBER 1, 2016





The City of Creve Coeur, Missouri, located in the heart of the St. Louis Metropolitan Area, seeks a Director of Finance to oversee all financial operations including budget, audit, investments and risk management. Reporting to the City Administrator, the Finance Director oversees day-to-day operations of the Finance Department, and advises staff, City Council, Finance Committee, and Employee Pension Board of Trustees on financial policies and issues.

The current Director of Finance is retiring March 1, 2017, after serving 13 years in the role.



Ideal Candidate

- Possesses excellent verbal and written communication skills
 - Possesses a collaborative leadership style and thrives in a team environment
 - Demonstrates expert knowledge and willingness to learn financial software in preparation of all financial documents, presentations and reports
 - Possesses the leadership skills to effectively manage, develop and maintain positive staff morale through coaching and mentoring
 - Desires to maintain accurate and transparent financial best practices to improve city services
 - Experience preparing staff reports, ordinances and resolutions for City Council consideration and experience working closely with citizen committees
 - Possesses knowledge of online and credit card payment systems
 - Experience implementing transition of city-wide financial software
 - Experience overseeing the financing of major capital projects
 - Expertise in implementing internal controls and improving organizational processes - audit experience desired
 - Graduation from an accredited university with a four-year degree in accounting or business administration; master's degree preferred
 - Ten or more years of increasingly responsible equivalent or related experience
 - Prior municipal government experience
 - Proficient in Google Docs and/or Microsoft Office software with expertise using Excel
 - Certified Public Accountant (CPA) and/or Certified Professional Finance Officer certifications (CPFO) preferred
 - Active member of Government Finance Officers Association
 - Available to begin employment with City in February 2017
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Essential Functions

- Commitment to developing and advancing fiscal strategies, policies and best practices
- Expert ability to professionally interact and communicate verbally and in writing regarding all city finances to merit the respect, trust and confidence of elected and appointed officials, employees and the public
- Prepares department and city budget documents; compiles expense and revenue data and capital outlay needs from all departments; prepares fringe benefit and city revenue budgets; supervises and reviews preparation of municipal court budget and municipal enterprise fund revenues
- Prepares monthly, quarterly and annual financial reports; reviews monthly trial balance and general ledger reports; makes approved budget adjustments; supervises preparation of cash receipts and cash disbursement reports
- Prepares quarterly investment reports; seeks out lucrative investments for idle cash funds; reconciles Pension Fund, Police Forfeiture and General Money Market bank accounts; and reviews reports with City Administrator
- Prepares for annual audit, Comprehensive Annual Financial Report (CAFR) and Popular Annual Financial Report (PAFR) information for resident newsletter; supervises and reviews staff work; reviews audit information with outside auditors, City Administrator, and Finance and Audit committees; makes process improvements promptly, as needed
- Ensures accurate and timely compliance with all state and federal regulations and filings
- Develops and supervises Finance Department and Municipal Court employees
- Oversees the issuance, renewal and compliance with state laws of city business licenses
- Manages internal control systems; instructs and advises City management team on accounting procedures; performs and supervises periodic audits
- Responsible for risk management; monitors workers' compensation and insurance liability claims; policy review and renewal
- Oversees the City's Defined Benefit Pension Plan; interacts with money managers to ensure compliance with investment policies; interacts with actuary to ensure proper administration and management of plan investments and distribution of benefits; reviews Defined Contribution Plan fund investments with financial advisors on a quarterly basis
- Serves as primary staff liaison to the Employee Retirement Plan Advisory, Finance, and Audit committees, and the Employee Pension Board of Trustees
- Oversees accounting services for the West Central Dispatch Center and Olive Graeser Transportation Development District (TDD)
- Pursues professional development opportunities and advanced training to expand leadership skills, knowledge and best practices in local government finance



Compensation & Benefits

The starting salary range for this position is \$85,152 to \$103,356 based on qualifications and experience; maximum salary is \$121,560. The City offers a full range of leave and insurance benefits including, but not limited to:

RETIREMENT - City contributes 8% of annual salary to Defined Contribution Retirement after successful completion of one year of service; 20% incremental vesting each year until fully vested after six full years of employment. Optional voluntary 2% employee contribution, City will increase investment to 9% annually after fully vested.

LIFE AND ACCIDENTAL DEATH - City-funded life and accidental death and dismemberment insurances (two times annual salary)

LONG TERM DISABILITY - City-funded long term disability insurance following first year of employment

PAID HOLIDAYS - 10.5 paid holidays and 1 personal holiday annually

VACATION - Minimum accrual of 80 hours annually; increases depending on years of service

SICK LEAVE - Accrual of 96 hours annually

HEALTH INSURANCE - City funds 85% of premium for individual coverage and 80% of spouse/dependent coverage

DENTAL INSURANCE - City funds 66% of premium for individual dental coverage and 61.5% of spouse/dependent coverage

VOLUNTARY INSURANCES - Optional voluntary ancillary insurances, deferred contribution plans

RETIREMENT PLAN ADVISORS - Access to independent investment/retirement financial planning advisors

SALARY INCREASES - Annual salary increases based on merit and City budget

EMPLOYEE ASSISTANCE - City-funded comprehensive Employee Assistance Program

APPLICATION PROCESS

Submit a cover letter of interest, resume, salary history, and contact information including email addresses for four work-related references to:

Sharon Stott
Assistant to the City Administrator
City of Creve Coeur
300 North New Ballas Road
Creve Coeur, MO 63141

Initial review of applications will begin December 1. Estimated start date of successful applicant on or before March 1, 2017. Position open until filled. Candidate will be subject to a comprehensive background check, credit check, physical and drug and alcohol screening.



THE CITY OF CREVE COEUR IS AN EQUAL OPPORTUNITY
EMPLOYER AND VALUES DIVERSITY IN ITS WORKFORCE

About Creve Coeur

Creve Coeur is a premier community in the St. Louis area because of its central location, amenities and high quality of life. Interstate I-270, I-64 and other primary roadways connect the city to the region and the Lambert-St. Louis International Airport is less than 12 miles away.

LIVE

Creve Coeur is an affluent community of approximately 18,000 residents with 64 percent of the population earning a bachelor's degree or higher. The City spans 10.27 square miles and offers housing quality and variety, beautiful neighborhoods, ample park land and walking trails, superior community services and premier educational institutions. Recognized as 2016 Best Place to Live in St. Louis, and 34th best place to live nationally by Niche, is tops among local municipalities based on low crime rates, public schools, cost of living, job opportunities and local amenities. The quality of life in Creve Coeur is unsurpassed in the St. Louis Metropolitan Region.

Home to Missouri Baptist University, Covenant Theological Seminary, four private high schools,

four private primary schools, two public school districts and approximately fifteen houses of worship.

WORK

With a daytime population of approximately 50,000, Creve Coeur is a major center for commerce in the St. Louis region, key industries include technology, life sciences and health services. Creve Coeur is currently home to Monsanto Corporation World Headquarters, the Donald Danforth Plant Science Center, Mercy Hospital, and Barnes-Jewish West County Hospital.

PLAY

With a nine-hole municipal golf course and ice arena, seven parks and tennis courts, Creve Coeur is a place where everything a resident needs is no more than ten minutes away.



18,000

RESIDENT POPULATION



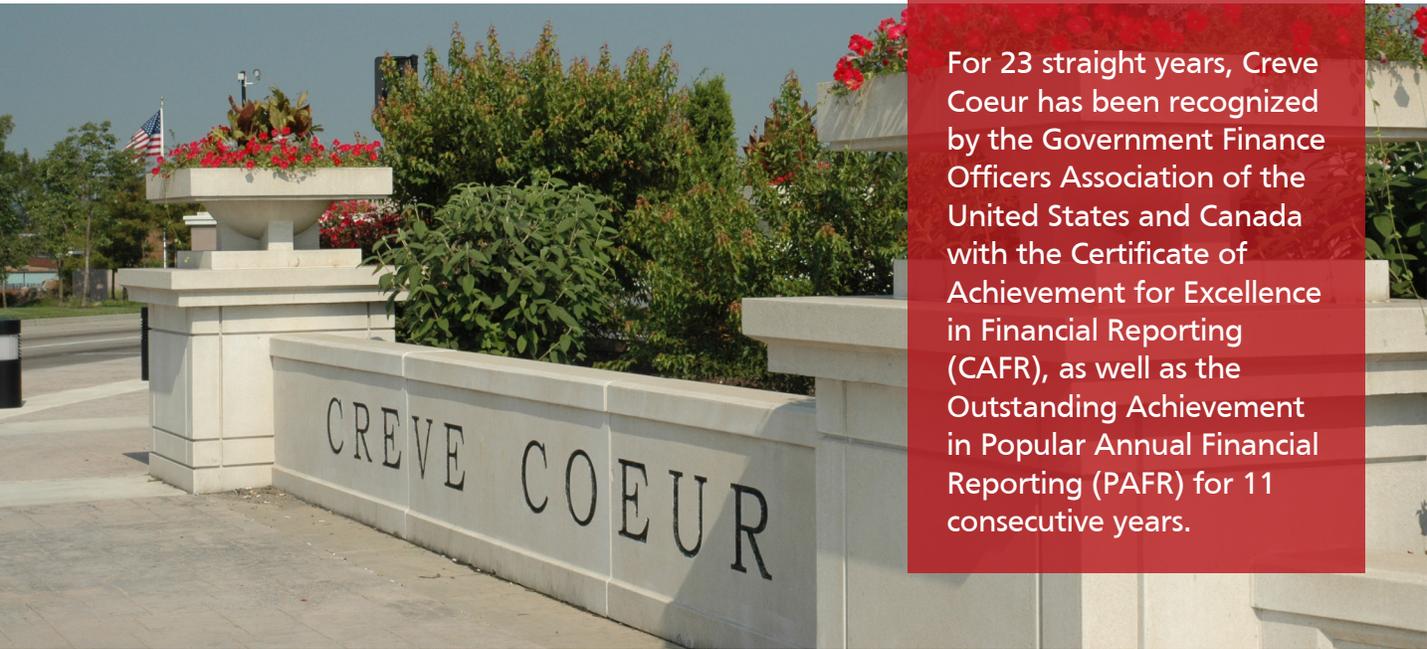
50,000

DAYTIME POPULATION



10.72

SQUARE MILES



For 23 straight years, Creve Coeur has been recognized by the Government Finance Officers Association of the United States and Canada with the Certificate of Achievement for Excellence in Financial Reporting (CAFR), as well as the Outstanding Achievement in Popular Annual Financial Reporting (PAFR) for 11 consecutive years.

Government & Organization

The City was incorporated in 1949. In 1976, the citizens adopted a Home Rule Charter and a Council-Administrator form of government. City leadership is stable with a Mayor and eight Council members making up the governing body. Each of the four City Wards elects two council members for staggered two-year terms. The Mayor is elected at-large for a three-year term. All department directors report to the City Administrator, and appointments of department directors are made by the City Administrator with the approval of the City Council.

The City has 109 full-time employees organized into seven departments: Administration, Legislative, Finance, Community Development, Recreation, Public Works and Police. The Creve Coeur Police Department is accredited by the Commission on Accreditation for Law Enforcement Agencies (CALEA).

The City has an annual budget of \$22.8 million, with City services financed primarily by sales tax, public utility tax, licenses and permit fees, and other intergovernmental revenue. There are five primary funds:

General Fund, Capital Fund, Municipal Enterprise Fund, City Employees Retirement Fund, and Sewer Lateral Fund. The City currently has no outstanding debt.

