



FINANCE DIRECTOR POSITION

2022 SALARY RANGE: \$71,427 TO \$95,243



Olivia, the Corn Capital of the World, is a small, rural farm community of 2,440 friendly residents. Olivia sits in the heart of the richest agricultural county in Minnesota and is a world leader in agricultural innovation. The City of Olivia is the county seat of Renville County and was officially incorporated in 1881.

Historically, Olivia has been described as a “Mayberry” town. Olivia is a good place to put down your roots, join a culture of volunteerism, and leave your thumbprint on the community. You will feel like you fit in here!

Olivia received its name from Milwaukee Railroad Civil Engineer Albert B. Rogers. The first station agent to be placed in Ortonville, Minnesota, was a woman named Olive. She was a friend of Chief Engineer Rogers, and it was for her that this community was named.

Olivia is located approximately 90 miles from the Twin Cities on U.S. Highway 212 which is part of the original Yellowstone Trail, the famous park and tourist destination. It is also close to Montevideo, Redwood Falls, Willmar, and Hutchinson, Minnesota.

The City of Olivia is a friendly community with a good school system, great employment opportunities in town, maintained housing stock, beautiful parks, expanding commercial and industrial businesses, and a rural quality of life. This City offers a lot of opportunity for growth.





EDUCATIONAL OPPORTUNITIES

BOLD Public Schools provides public education to the students of Olivia as well as the surrounding communities. BOLD is comprised of a preschool, an elementary school, and a high school. BOLD Preschool is located at the BOLD Olivia Campus in the Community Education wing. BOLD Elementary School offers education to over 345 students in grades K-6 and Bold High School provides education to over 330 students in grades 7-12.

Though there are no private schools located in Olivia, Bird Island is home to St. Mary's School which is under 5 miles away from Olivia. This K-8 school provides Catholic education to approximately 120 students.



HEALTHCARE

Olivia Hospital & Clinic has been providing exceptional health care for its communities since 1951. Today, the combined hospital and clinic campus, as well as the nearby clinic locations, allows Olivia Hospital & Clinic to offer comprehensive health services close to home. Many of the services one would expect in a larger city can be found here.

Olivia Hospital & Clinic is a Level IV Trauma Center, a 5-Star Patient Rated Hospital, and has been recognized for superior performance in quality and patient safety. It is known for its dedication to personalized patient care and clinical excellence, ensuring the best experience for every patient it serves. But most of all, the Olivia Hospital & Clinic is known for being the friendly face the community can turn to for the care of family needs.

In 2020, Olivia Hospital & Clinic, formerly RC Hospital & Clinics, joined the HealthPartners family, connecting the community to a comprehensive care system. Being a part of something bigger means that the Hospital & Clinic is able to connect patients to specialized care from many doctors in its health group. With a larger system of resources and one common medical chart, patients can count on the same quality and comfort of small-town care – now with added access and convenience.

Olivia Hospital & Clinic is changing the face of rural health care. They are committed to building a healthier today and tomorrow and committed to providing exceptional medical care with small-town heart.



RECREATIONAL ACTIVITIES

The City is home to nine parks, a 9-hole golf course, an indoor swimming pool, baseball, soccer, and softball fields, tennis courts, a historic courthouse, a municipal airport, and a beautiful public library. At Memorial Park, you can visit the large Olivia Corn Monument which has stood since 1973 as a symbol of the City's strong connection to corn (and other agricultural products) and its research efforts that have and continue to take place in Olivia. Over 90% of all the world's edible corn grown has at least some genetic connection to plant variety research and development done in Olivia. The last full week of July is when the annual Corn Capital Days festival takes place which culminates with a free, all-you-can-eat sweet corn feed on Saturday.

In downtown Olivia, you can find unique gifts, furniture, and a variety of different foods, as well as a coffee shop. Nearby, you can find Renville County Parks that offer hiking, camping, hunting, and fishing on the Minnesota River.

THE ORGANIZATION

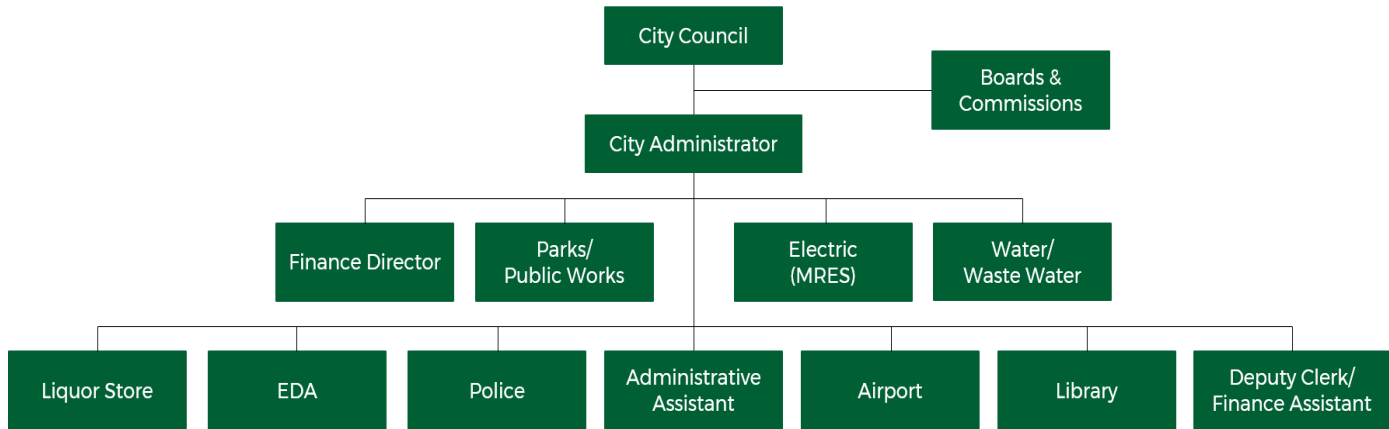
The City of Olivia provides a family atmosphere throughout the organization. Olivia is fortunate to be governed by an excellent City Council consisting of a Mayor and four Council members. The City currently has 20 full-time, 19 part-time, and 3 seasonal employees.

The City owns and operates water, waste water, public works, and electric utilities. They also own and maintain the Olivia Regional Airport that boasts a 3,500-foot asphalt runway. Olivia has a fire and rescue department staffed by 25 volunteer Firefighters. The Olivia Ambulance Service is a private, non-profit organization with trained EMT certified volunteers.

Police protection in the City of Olivia is provided by 4 full-time Officers, 10 part-time Officers, and 1 full-time Chief. There is an excellent culture in the department.



ORGANIZATIONAL CHART



BUDGET SUMMARY

	2021	Proposed 2022
General Fund		
Mayor & Council	41,837	40,658
Administration	409,478	381,490
Elections	357	5,302
Planning & Zoning	147,156	150,434
City Promotion	28,780	28,530
Police	718,669	847,493
Civil Defense	8,535	6,539
Public Works	514,564	555,273
Parks	359,764	372,927
Airport	47,420	47,795
Library	125,711	127,427
Fire/TRT	110,278	141,540
CIP	254,000	393,134
Debt Service	545,051	457,290
Total Expenditures	3,329,101	3,555,822
Water Utility	626,907	642,748
Waste Water	670,807	686,195
Storm Sewer	250,952	251,920
Electric	3,207,116	3,362,172

CORE DUTIES OF THE POSITION



- Manages general ledger maintenance, financial accounting, and cash flows; prepares financial reports, budget amendments, and year end adjusting journal entries.
- Manages annual audit.
- Oversees the processing of all payables. Reviews and approves purchase orders.
- Prepares and submits sales tax reports, forms, and payments.
- Manages accounts receivables for all non-utility revenue.
- Tracks capital asset additions and disposals.
- Reviews finance policies and recommends revisions and additions.
- Coordinates with financial advisor on debt management, project planning, and financing and development incentives.
- Processes payroll and prepares all payroll reports and forms.
- Administers all employee benefits including health insurance, HSA, FSA, STD/LTD, Life Insurance, COBRA, and FMLA.
- Performs annual employee insurance plan reviews and renewals; facilitates open enrollment communications with employees.
- Manages unemployment compensation reporting and claims.
- Facilitates the creation and maintenance of annual budgets in collaboration with the City Administrator and department heads.
- Prepares the presentation for the annual Truth in Taxation hearing.
- Monitors capital improvement planning and documentation.
- Works in collaboration with Council and City Administrator on strategic, long-term maintenance and capital planning.

CORE DUTIES OF THE POSITION – CONT'D

- Assists with employee recruitment and selection, development of personnel policies, and creation and maintenance of position descriptions. Serves on the Personnel Committee.
- Prepares, posts, and maintains general ledgers and balances all accounts. Determines and posts journal entry adjustments.
- Reconciles checking accounts and credit card statements.
- Ensures PCI Compliance.
- Completes and monitors workers compensation and property/casualty insurance annual reviews and administers all claims and reporting. Maintains OSHA 300 log.
- Administers employee Drug and Alcohol Testing programs.
- Manages Debt Service.
- Manages City investments: researches and analyzes investment options; determines available cash and terms of each investment; deposits and withdraws funds.
- Manages tax settlements, tax abatements, TIF Pay-Go, and special assessments.
- Manages grant reporting and tracking.
- Serves as City Treasurer as defined in MN State Statutes.
- Attends City Council, EDA, and other City boards and commission meetings when requested to present verbal/written staff reports.
- Serves as acting City Administrator in that person's absence.
- Maintains professional knowledge and attends training, education, and meetings.
- Assists with providing backup receptionist and front counter customer service when City Hall staff schedules and activities require such assistance.
- Performs related duties as assigned or apparent.



DESIRED ATTRIBUTES



- High functioning, multi-tasking candidate with a strong accounting background. Must have an affinity for numbers and be approachable and relational!
- Previous city and utility background, experience working with auditors, and experience with implementing software upgrades are preferred.
- Positive and patient with a sense of humor. Have the ability to deliver bad news in a positive and productive manner.
- A natural leader that demonstrates excellent listening skills.
- Genuinely cares for the community and the position.
- Not afraid to have tough conversations and re-focus the City's discussions and momentum toward taking a more responsible approach.
- Open to change and implementing process improvement. Self-assured and takes ownership of processes. Comfortable with technology and building in more automation via electronic workflows.
- Has a teacher mentality and is willing to educate others on complex finance language and concepts.
- A lifelong learner and person of action. Asks questions and is comfortable seeking resources on unfamiliar topics or issues.
- Honest, straight forward, and sees the big picture.
- The City welcomes candidates who have changed course in their career as this brings depth to the role.

GOALS & PRIORITIES

- Be a part of an organization that wants its community to grow and prosper.
- Develop an annual financial calendar, familiarize self with the 2022 budget, and jump into the annual audit process.
- Implement Incode 10 financial software upgrade. (6-12 month process)
- Take inventory of what exists in the organization, what staff is capable of, where you fit within the organization, and where you can go in the position. Get to know each department and their reporting preferences.
- Bring a fresh set of eyes and review and refresh all financial policies.
- Get up to speed on several planned USDA and grant related projects coming forward in the next two years including a City Hall/Fire/Police expansion, Highway 71, a trail expansion, and the rehabilitation of De Pue Avenue (1.25 mile, multi-year project).
- Act as a sounding board for the organization and assist the Council in defining and communicating a balance of perceived “needs.” Work in collaboration with Council and City Administrator on strategic, long-term maintenance and capital planning.
- Explore financial mechanisms to expand the off-sale liquor store into existing vacant space.



POSITION ANNOUNCEMENT

CITY: OLIVIA, MINNESOTA

POSITION: FINANCE DIRECTOR

2022 SALARY RANGE: \$71,427 TO \$95,243

APPLICATION DEADLINE: 01/31/2022



JOB SUMMARY: Responsible for facilitating and managing administrative, technical, and clerical work involving accounting, payroll, financial

investments, human resource and employee benefit functions, annual budget preparation and oversight, coordination of the annual audit process, and related duties.

MINIMUM QUALIFICATIONS: Bachelor's degree in Finance, Accounting, Business Administration, or related field, and three years of relevant experience for a municipality or equivalent experience.

APPLY: Visit <https://daviddrown.hiringplatform.com/83882-olivia-finance-director/265977-application-form/en>, and complete the process by January 31, 2022. Final interviews are scheduled for February 23, 2022.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



DDA

Human Resources, Inc.
a David Drown Associates Company

DDA Human Resources, Inc.

St. Bonifacius Office

4796 Merganser Drive

St. Bonifacius, MN 55375

Phone: 612-920-3320 x111

Fax: 612-605-2375

liza@daviddrown.com

www.ddahumanresources.com