



City of Pine City

Treasurer/Assistant to the Administrator

The City of Pine City is seeking its next City Treasurer who will also serve in the capacity of Assistant to the City Administrator. Pine City is a Statutory Plan A City. The City Council is comprised of five members serving staggered four-year terms, including a two-year term Mayor. The City has 15 full-time employees under the direction of the City Administrator. The City has a 2016 city-wide budget of approximately \$3,614,100.

City Demographics



County.....Pine County
Population (estimated).....3,200

Pine City is a growing and prosperous community with outstanding community service. Pine City's citizens are hardworking and have a great volunteer spirit. The community is conveniently located 85 miles south of Duluth and 65 miles north of Minneapolis-St. Paul. Pine City is the county seat of Pine County and is the largest city in the county. Pine County's estimated population is 30,000.



The basis of the economy is manufacturing, service-oriented work and agriculture. A vibrant downtown business district, with three shopping centers (Pine Plaza, Evergreen Square and Northridge Center), provide consumers with all types of goods and services.

City of Pine City Mission Statement

To serve the Pine City community in a friendly, efficient manner while promoting growth, now and in the future. We will provide city services with expertise, dedication, compassion, and respect through a commitment to unity and teamwork.





Education and Health Care

Pine City is served by the Pine City Elementary School, Pine City Area Learning Center, Pine City High School, and Pine Technical and Community College. Healthcare services are provided by Fairview Clinic-Pine City and FirstLight Health System. Both offer primary and specialty care services in Pine City.

Quality of Life

Pine City is an excellent place to enjoy Minnesota. It is a woodsy getaway just north of the Minneapolis-St. Paul Metropolitan Statistical Area. Nestled near the forests on the banks of the meandering Snake River and the 938-acre Cross Lake, Pine City is a recreational haven appealing to virtually all types of outdoor enthusiasts. Water lovers will also find activities on the 1,536-acre Pokegama Lake to the west or the St. Croix National Scenic Riverway to the east. There are 82 lakes of various sizes located primarily within Pine County. Area residents and visitors also enjoy hiking, biking, camping, cross country skiing, four-wheeling, snowmobiling, and other outdoor activities because of the proximity to Chengwatana State Forest, Nemadji State Forest, General C.C. Andrews State Forest, and the St. Croix State Park. Pine County is host to St. Croix State Park, one of the largest state parks in Minnesota, and Banning State Park. Outdoor enthusiasts are often charmed by the special appeal that the Chengwatana Forest has to offer. The Chengwatana State Forest boasts three rivers flowing through its 29,000 acres of land. Located just west of Pine City is North West Company Fur Post operated by the MN Historical Society. The Fur Post offers visitors a look at the adventures in fur trading from the 1800's with an authentic reconstruction of a wintering post on its original site.

Treasurer/Assistant to Administrator

Position Description

Department: Administration

Supervisor: City Administrator

Work Days: Primarily Monday – Friday and some evening meetings

FLSA Status: Non-exempt

Union Status: Non-Union



Primary Objectives of Position

Serves as the City's fiscal officer and as assistant to the City Administrator under the direction and general supervision of the City Administrator and City Council. This position is responsible for development, maintenance, and interpretation of financial information systems; to assist with the management and oversight of city projects; to analyze and interpret fiscal data; to provide a wide range of clearly-defined accounting services; to provide work direction to office staff under the direction and supervision of the City Administrator; to assist the City Administrator with human resource activities including the maintenance of personnel records, the preparation and coordination of labor negotiation activities, and other related work as required. This position also serves as the fiscal officer for the Pine City Economic Development Authority.



Treasurer/Assistant to Administrator Position

Duties

These examples are intended to be illustrative of the various and numerous administrative duties falling within the responsibilities of the City Treasurer:

1. Maintain and oversee all accounting and financial records to assure their accuracy, timeliness, and budgetary compliance (including coding of expenditures/revenues).
2. Plan and develop sound accounting policies and administrative practices that provide the City Administrator and Council with the financial data necessary to guide their planning and decision making.
3. Prepare a wide variety of reports as required by County, State, and Federal agencies.
4. Provide regular reports, as directed, to the City Council and report on financial activity and the City's financial position.
5. Work with the City Administrator to conduct all city banking – open/close accounts, determine proper cash flow needs, maximize investments in accordance with the City's investment policies, and balance all bank records to the financial accounting system.
6. Work with City Administrator to implement and maintain Governmental Accounting Standards issued by the Government Accounting Standards Board (GASB).
7. Assist with providing financial information for bonding projects and preparing bond indebtedness reports as required.
8. Prepare, and publish as required, all official financial statements and reports in accordance with Council policy and state or federal statutes.
9. Assist the City Administrator with the financial management of the City's Tax Increment Districts (TIFs).
10. Assist the City Administrator with the management of special projects.
11. Certify the City's annual levy with Pine County.
12. Attend labor negotiations and assist the City with labor negotiation activities.
13. Assist the City Administrator with the management of personnel and labor relation records.
14. Serve as primary meeting clerk for all meetings of the City Council.
15. Audit a variety of daily, monthly and annual liquor reports. Report any discrepancies to Liquor Store Manager and City Administrator.
16. Assist with the City's payroll and complete all necessary payroll reporting and payment functions (PERA, tax withholding, social security, Medicare, W-2s, 1099s, etc.).
17. Manage the City's workers compensation program -- submit first reports of injury, track employee's lost time, track workers compensation claims, and complete OSHA 200 injury log.
18. Administer insurance claims.
19. Assist City Administrator with preparation of annual budget or other special research projects as requested.





Treasurer/Assistant to Administrator Position

RESPONSIBILITY FOR RELATIONSHIPS

Internal

Frequent contact with all City employees.

Frequent contact with City Council members, the Mayor, and EDA members

Occasional contact with public to respond to questions or assist in resolving complaints and concerns.

Attend and participate in committee meetings as directed by City Administrator



External

Frequent telephone or written contact with a wide variety of federal, state and other municipal agencies.

Attend occasional meetings or conferences as a representative of the City.

Occasional contact, in person and by telephone with the general public.

Supervisory Authority

Provides work direction to administration office staff in the absence of the City Administrator.

Employees Supervised

None



Budget Authority

Has the authority to code revenues and expenditures in accordance with the City's annual operating and capital budgets.

Treasurer/Assistant to Administrator Position

Minimum Qualifications

Candidate should possess a bachelor's degree in accounting, business administration, or public administration plus at least three (3) years in financial management experience. Ten to twelve years of progressively responsible municipal accounting experience can be substituted for the bachelor's degree.

Desired Qualifications

- Have experience in financial management of municipal water and wastewater utilities.
- Have experience with fixed asset accounting, including asset valuation and depreciation.
- Have experience with public sector collective bargaining.
- Hold a Certified Municipal Clerk designation.
- Hold a Certified Public Finance Officer (CPFO) designation.
- Hold a Certified Public Accountant designation.
- Hold a graduate degree in finance, business or public administration.



Application Process

Position.....City Treasurer/Assistant to the City Administrator

Starting Salary Range.....\$63,502-\$72,862 based on qualifications, plus benefits including: health, dental and life insurance, retirement, PTO, holidays, long term disability, optional AFLAC and deferred compensation.

Applications due by: Monday, September 26, 2016 at 4:30pm

For information and required application packet contact:

City of Pine City

315 Main St. S., Ste. 100

Pine City, MN 55063,

(320)629-2575, Ext. 101, admin01@pinecitygov.com

Position is open until filled. All applications are required to supply a cover letter, resume, and job application. The process may include initial screening, formal interviews, group interviews or on-site meetings.

