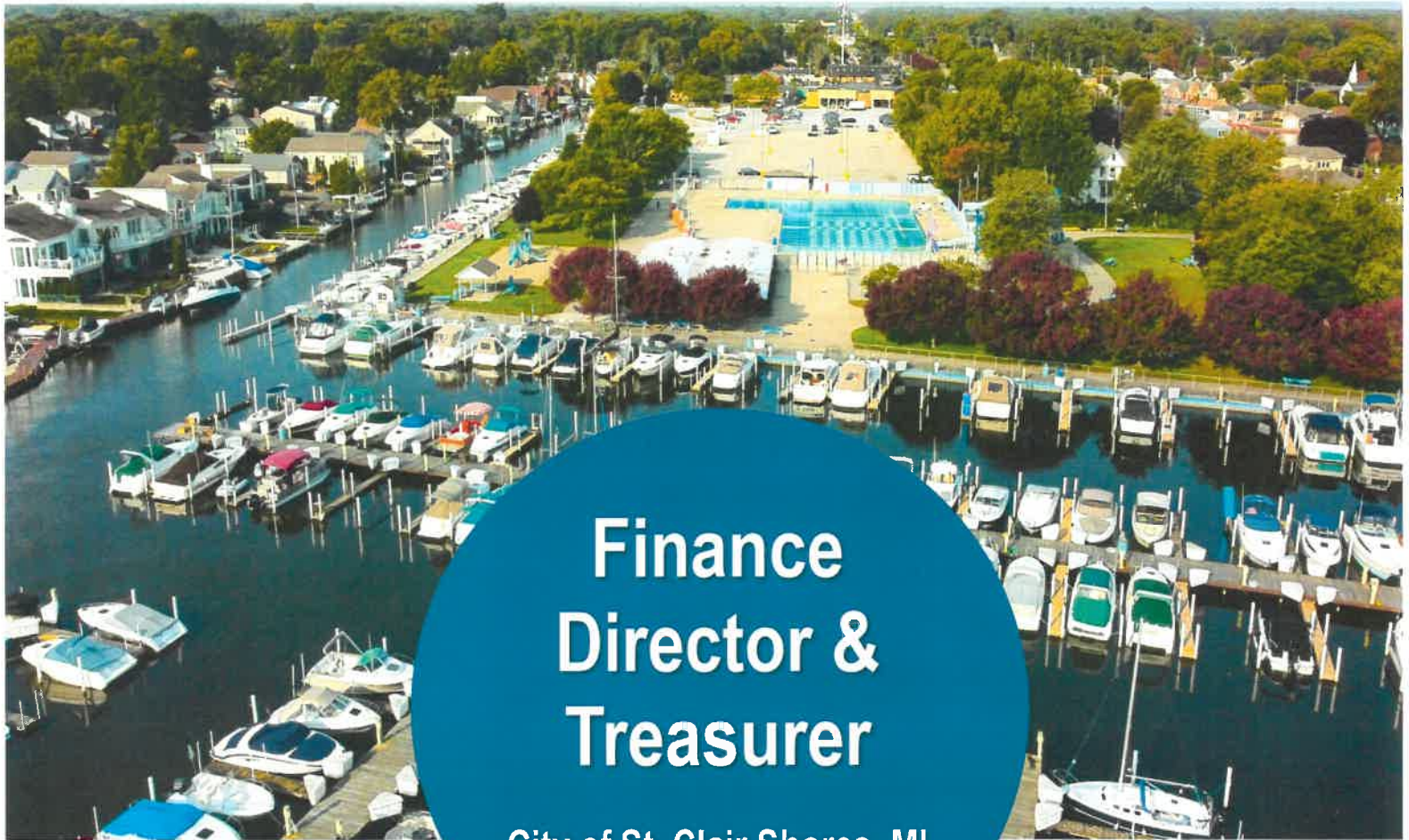


City of *St. Clair Shores* Michigan



Finance Director & Treasurer

City of St. Clair Shores, MI





Our Community

Situated along the banks of Lake St Clair, the City of St Clair Shores is often called “The Gateway to the Great Lakes” or the “Boating Capital of Michigan.”

St Clair Shores, with a population of 60,000, offers a retreat from the metropolitan rush and provides unlimited access to an abundance of recreational opportunities both on land and water. Located in Macomb County in southeastern Michigan, St Clair Shores is about 20 miles northeast of downtown Detroit. Centered on the intersection of I-94 and I-696 along its western borders, the City is within an easy drive to the entire tri-county area.

St Clair Shores is 90% residential and boasts a family-friendly atmosphere with tree-lined streets and well cared for homes. Recreation abounds for all ages and interests from boating and water related sports to an 18-hole municipal golf course and two world-class ice-skating facilities. Residents have access to three residents-only waterfront parks along with 10 neighborhood parks, two city marinas, pool, waterslide, kayak storage, splash zone, dog park, multiple baseball fields, tennis courts, horseshoe pits, disc golf, basketball courts and batting cages. The City also has a very active Senior Center with a fitness center, covered bocce ball courts, transportation services and organized athletic and special interest programs.

Three award-winning school districts and a number of private schools serve the educational needs of our community.

To learn more, visit www.scsmi.net

City Government

St Clair Shores operates under a Council-Manager form of government with approximately 240 full time employees and a FY21-22 annual operating budget of just over \$115 million. The City is governed by a Mayor and a six-member City Council whose members are elected to a four-year staggered term. Council Members select the Mayor Pro-Tem annually on a rotating basis. The City Manager, City Attorney, and City Clerk are appointed by the City Council. The St Clair Shores’ executive management team is led by City Manager Matthew Coppler, who was unanimously appointed to the position by Council in October 2019.

St Clair Shores is a full-service municipality, providing the full range of traditional services. Along with the City Manager, City Attorney and City Clerk Offices, the Community Development and Inspection Department, the organization includes Finance, Human Resources, Police, Fire, Library and Public Works Departments. The City Council is further advised and supported by no less than 45 boards and commissions.

St Clair Shores’ priority continues to be providing quality municipal services to residents, business and visitors.

The new Finance Director is responsible for a variety of routine and complex supervisory and administrative work in the financial operations of the City of St Clair Shores. While ensuring compliance with budget laws, this individual shall also serve as the City Treasurer and perform all duties as prescribed in the State Statutes and as directed by the City Manager.



Finance Department

The Finance Director is responsible for leading and managing a team that oversees the areas of Accounting, Billing, Accounts Payable/Accounts Receivable and Payroll.

The Finance Department has a FY21-22 budget of \$1.4 million and is supported by eight FTE. The incoming Director will work closely with the City Manager managing a total operating budget of over \$115 million for FY21-22.

Finance is responsible for the administration, processing, and accounting of the City's Fixed Asset, General Ledger, Payroll, Purchasing and Revenue Systems, MUNIS, BSA software as well as the investment of idle funds, IRB, and Tax Abatement applications.

The Ideal Candidate

St Clair Shores is seeking a results-oriented and strategic thinker with a successful-track record of ensuring consistent and effective execution of accounting systems and processes and optimal use of department and organizational resources to meet the ever-changing needs of a highly visible and complex business unit.

Effective Communicator

The ideal candidate will be a proven effective communicator with outstanding communication skills displaying high emotional intelligence coupled with sophisticated political acumen and be highly attuned to evolving customer needs and interests. This position requires extensive contact with Council, City officials, other government agencies, residents, and staff. The successful candidate must demonstrate solid leadership skills and the ability to get to "yes" with empathy and ingenuity.

Critical Thinker

The ideal candidate will be curious and enthusiastic and a keen observer who is sensitive to emerging trends and issues and ensures that his/her team is well prepared to address them.

Technical Resource

The Director will have solid experience with all platforms of governmental finance. The Director must be comfortable in his/her knowledge and abilities to serve as a resource and expert to city leaders, the administrative team, and policy makers. A strong background in national accounting procedures is desired.

Leadership

This exceptional leader will be responsible for developing staff and growing the skills and capacity of others. He/she will promote teamwork, collaboration, and the powers of a reinventive mindset. The ideal candidate will modernize customer experiences and maximize staff time and talent. This innovative creative leader will bring a fresh perspective as well as exceptional leadership skills to the organization.

Key Projects & Goals

- Update current Time and Attendance System
- Complete MUNIS 2019.1 Integration
- Develop MUNIS HR Module for integration into the budgeting process
- Computerize internal purchasing process



Qualifications

A Bachelor's Degree in Finance, Accounting, Business or related field. The ideal candidates must have a minimum of seven (7) years of related and progressively more responsible experience in local government with experience in municipal budgeting. Desirable candidates will possess a familiarity with applicable tax, financial and debt related to Michigan statutes and possess a minimum of five (5) years of supervisory experience.



Visit www.scsmi.net for additional employment details as well as an application.

The City of St Clair Shores is an Equal Opportunity Employer and is committed to hiring a diverse workforce.

All qualified applicants are encouraged to apply.



Compensation and Benefits

Salary range is \$104,268 - \$122,669 annually; depending on qualifications and experience. St Clair Shores also offers an attractive benefits package that includes but is not limited to:

Retirement – Defined 401a Contribution Plans (Plan One 5% Employee/10% Employer. Plan Two 2% Employee/4% Employer). Vesting of employer contributions is 20% per completed year of service. Retiree Health Saving Plan (RHS) with a 1% Employee/2% Employer contribution, vesting after 8 years of service.

Medical Insurance – Premium plan with Blue Cross/Blue Shield. Plan includes medical, optical and prescription coverage with minimal deductibles and copays. Preventive care covered in full.

Dental Insurance – Premium plan with Delta Dental. Coverage up to \$1500 per calendar year. Preventive Care covered in full.

Vacation Leave – Up to 25 days per year depending on years of service.

Personal Leave – Six personal days authorized each calendar year. Days are not accumulative.

Sick Leave – Nine days per year.

Holidays – 12 paid holidays annually.

Life Insurance - \$50,000 policy after six months of employment.