

# Finance Director

*Discover a community that has it all – a gripping history, spectacular scenery, a distinctive culture, and a promising future. Blaze a new trail for yourself in a highly responsible financial management role in one of America's great cities in the Big Sky territory.*

**BOZEMAN** MT

# Bozeman Fast Facts

- ◆ Total Population: 52,619 (2020)
- ◆ Average Annual temperature: 44° F
- ◆ Median Household Income: \$55,569
- ◆ 100+ km of groomed ski trails
- ◆ Median Home Price: \$850,000 (Feb 2022)
- ◆ 100s of miles of hiking trails

## The Community

Beautifully nestled in the Gallatin Valley, surrounded by many distinguished Rocky Mountain ranges; the Bridger Range, the Gallatin Range, the Madison Range, and the Tobacco Root Mountains. Bozeman covers over 20-square miles and is in Gallatin County, one of the most populated and fastest growing areas in the region. The City comprises the majority of the Bozeman Metropolitan Statistical area and is home to approximately 52,619 residents as of 2020. Living in Bozeman provides a unique balance of living in the Wild West with excellent connectivity via the Yellowstone International Airport just 20 minutes northwest of the town. The airport now offers nonstop flights to more than 23 major cities within the U.S. Residents of Bozeman enjoy a high quality of life, nationally recognized public schools, a low crime rate, and unmatched outdoor amenities.

With an overall steady growth rate of 4.8% annually, Bozeman has experienced considerable growth in the last few years and is now the fourth largest city in the state. The City's economy is supported by a variety of sectors including regional trade, tourism, higher education, and many high growth industries such as photonics and optics, outdoors, bioscience, technology, manufacturing, and healthcare. In 2019, the Institute for Tourism and Recreation Research at the University of Montana reported non-resident spending at nearly \$1 billion in Gallatin County endorsing the City's consistent growth. The region has drawn numerous tech start-ups looking for a Silicon Valley alternative, and Bozeman has become the high-tech center for the State. The area's largest employers include Montana State University, Bozeman Public School District, City of Bozeman, Bozeman Health, and Oracle America, Inc. Downtown Main Street is an eclectic mash-up of historic, old western architecture and modern, remodeled spaces with vibrant fine dining restaurants, art galleries, unique retail shops, sporting goods, local craft breweries, and entertainment.

Bozeman has received numerous awards and accolades over the years in recognition of its livability and natural attractions, including a high ranking in Livability's "Top 100 Best Places to Live for 2018" and National Geographic's "World's 25 Best Ski Towns". The area often receives such recognition because of the easy access to fly fishing, skiing, hunting, hiking, camping, climbing, canoeing, and kayaking. Bozeman averages 300 days of sunshine per year and is an ideal location for outdoor enthusiasts. From hiking and skiing to mountain biking and fishing, Bozeman offers unmatched outdoor recreational opportunities in a picturesque setting. Bozeman residents are within easy distance of several cross country and downhill ski centers and trails in the region, including Bridger Bowl, Crosscut Mountain Sports Center, Big Sky Resort, and nearby resorts such as Rendezvous Ski Trails in West Yellowstone.





The City of Bozeman parks system consists of 42 public parks, 69 local trails, numerous sports fields and open spaces, ice rinks, off-leash dog parks, and three community garden areas with plots available for the public to rent during the summer. The City of Bozeman Recreation Department provides great opportunities for outdoor recreation, sports, fitness, and cultural arts, with a variety of special programs such as archery, paddle boarding, senior fitness, and women's fly-fishing. Yellowstone National Park is just 90 minutes from Bozeman and offers an endless variety of activities including 900 miles of trails and stunning vistas.

Area students are served by Bozeman Public Schools, which has two high schools, two middle schools and eight elementary schools. The district provides quality education and a variety of extracurricular activities for over 6,000 students. Newsweek and other publications have repeatedly ranked Bozeman High School one of the best high schools in the nation. Several private schools also operate in the area, including Mount Ellis Academy, a co-ed boarding school serving grades 9-12, Petra Academy, Heritage Christian School, and Headwaters Academy, to name a few. For those seeking higher education, Montana State University's main campus is in Bozeman, and offers significant opportunities for research, scholarship, and creative work, with 60 undergraduate degrees, 68 Master's programs, and 35 doctoral degree programs. Gallatin College complements these offerings with two-year associate degrees and one-year professional certificates.

## VISION AND VISION STATEMENTS

The City of Bozeman vision statement is "the most livable place" and the mission statement is "to enhance the quality of life through excellence in public service".

The vision of the Bozeman Strategic Plan is to remain a safe, inclusive community, fostering civic engagement and creativity, with a thriving diversified economy, a strong environmental ethic, and a high quality of life as our community grows and changes. This plan is separated in to 7 categories: An Engaged Community; An Innovative Economy; A Safe, Welcoming Community; A Well-Planned Community; A Creative, Learning Culture; A Sustainable Environment; and a High Performing Organization.

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## City Government

The City of Bozeman operates under the City Charter as a city commission-city manager form of government with self-governing powers. The City Commission is composed of four members and a mayor who are all elected at-large. At every regular city election, a Mayor is elected for a term of four years and serves as a Deputy Mayor for the first two years of the term and as Mayor for the last 2 years of the term. The City Commission appoints the City Manager.

The City's FY 2022 budget totals \$153.7 million and reflects 477 authorized positions. This budget is about 26% higher than the previous year primarily due to the American Rescue Plan, growth, and the ramp up to silver level service for the Parks and Trails District. The City has an Aa1 bond rating.

To learn more, visit [www.bozeman.net](http://www.bozeman.net).





# Finance Director

The Finance Director's principal function is to provide leadership for the City's Finance Department, including directing, planning, and overseeing all activities and operations of the department. There are 14 total positions, including the Director, a Treasurer, Controller and a Budget Analyst.

Other major duties include the following:

- » Directs planning and preparation of the City's annual operating budget. (The department has received the Distinguished Budget Award from GFOA for 29 years in a row).
- » Analyzes the financial condition of all City funds, and makes appropriate recommendations concerning tax, rate, and fee changes.
- » Monitors and evaluates City revenues and expenditures.
- » Manages the development and implementation of the Department's goals.
- » Oversees the financial compliance audit for the City of Bozeman.
- » Prepares the City's Capital Improvement Program.
- » Participates in labor negotiations and in the administration of collective bargaining agreements.



## ■ Priorities, Initiatives, and Challenges

- » Implementation of a bond issue for a large library and aquatic center.
- » The City does not receive sales taxes, so the City relies significantly on property taxes as well as intergovernmental revenues to fund General Fund services.
- » The City is working towards a bi-annual budget using outcome budgeting.
- » Implementation of a new ERP system expected in the next five years.
- » The Finance Director will play a key role in implementing salary and benefit adjustments to ensure the City remains competitive with the job market in Bozeman.
- » The Bozeman Public Safety Center is scheduled to open in August 2022.

## ■ Ideal Candidate

The ideal candidate will have a proven track record for success and is strategic and creative in finance. The successful candidate will have a comprehensive knowledge of government accounting; pertinent federal, state, and local laws; and city financial functions including auditing, debt management, risk management, and budgeting.

The City of Bozeman is looking for a candidate to foster a culture of civic leadership within the Finance department, with the ability to lead innovative community-focused initiatives.

For more information on the position, please visit the City's [website](#).

## ■ Education and Experience

The ideal candidate will have a Master's Degree in Business, Public Administration, Governmental Accounting, Public Finance, or a closely related field. Five to seven years of governmental financial management experience, including at least four years of supervisory experience is required. Possession of a Certified Public Accountant and/or Certified Public Finance Officer certification will be considered favorably.

### **Recruitment Schedule:**

April 13 - Recruitment opens

May 13 - Final day to submit applications

Mid-May - Screening interviews with CPS HR

June 8-10 - On-site final interviews.

*Candidates must ensure their availability to travel to Bozeman on these dates.*

## ■ Compensation

The City of Bozeman offers a competitive salary and benefits package. The salary range is **\$122,736 to \$134,875**. Benefits include the following:

- » Housing allowance equal to 15% of base salary to be used to subsidize housing costs (employees must live within 35 miles of City limits) or employee may elect an employer contribution of an amount equal to 15% of their base salary into the City's 457 deferred compensation retirement plan. Temporary housing may be available for the successful candidate.
- » Up to \$10,000 reimbursement for re-location expenses.
- » Health Insurance for employee and dependents (including a high deductible plan that is 100% employer-paid).
- » 18 days of vacation per year and 12 sick days per year.
- » Excellent health and wellness benefits; Annual Wellness Screening; Infertility benefits included in medical insurance; mental health resources including EAP program.
- » 12 paid municipal holidays.
- » Eight weeks of paid parental leave.
- » Opportunities for remote work.
- » Discounted health club membership and lift tickets for local ski resort.

## ■ Application and Selection Process

The final filing date for this position is **May 13, 2022**. To be considered, please submit a resume, cover letter, and six work-related references (two supervisors, two direct reports, and two colleagues) who will not be contacted in the early stages of the recruitment. Resumes should reflect years and months of positions held, with beginning/ending dates.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/1989>

For further information contact:



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Resumes will be screened with consideration of the criteria outlined in this brochure.

Candidates deemed to have the most relevant qualifications will be invited to an interview with the consultant. The most qualified candidates will be invited for in-person interviews. The City anticipates making an appointment to the position following the completion of reference and background checks.