

## CITY OF MINNEAPOLIS

# Controller

## Position profile

### OUR CITY



As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose—serving the residents, businesses and visitors of Minneapolis.

Learn about what makes Minneapolis great.  
[www.minneapolis.org/visitor](http://www.minneapolis.org/visitor)

### OUR WORKFORCE



Over 3900 employees at the City of Minneapolis faithfully serve the residents, businesses and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists. Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.



Our purpose, to serve the residents, businesses and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

*The employees of the City of Minneapolis are aligned for a singular purpose -to serve our community.*

### MISSION STATEMENT AND VALUES

Controller division manages the City's financial activities, transactions and processes. The Controller division prepares financial and management reports, exchanges information with stakeholders, analyzes growth opportunities and coordinates external audits. Providing accurate financial information to leadership ensures that City resources are used effectively; and promotes the City's financial reputation with key internal and external stakeholders. Established policies and internal controls allow the City to be a trusted steward of revenues and expenditures.

### THE DEPARTMENT

Finance & Property Services provide essential financial, resource and asset management services and engage enterprise partners in decision-making.



## THE POSITION

This appointed position is responsible for creating, maintaining, reporting, analyzing and interpreting financial information to support sound policy making and managerial decision making, including carrying out the City's financial plans and policies.



The ideal candidate for this role is a proven strong leader and big picture thinker who is looking for the opportunity to influence department structure and develop the culture, relishes tackling constant complex and interesting issues, and is focused on continuous strategic improvement. The role is challenging but also extremely rewarding, and this person will be a key voice in the City, leading multi-jurisdictional projects, and interacting with other departments and elected officials. As such, this requires significant knowledge and experience in government accounting, as well as excellent communication skills with the aptitude to convey the important aspects that tell the City's financial story.



## DESIRED CAPABILITIES

- Experience working in a government organization at the local, state, or federal-level highly desirable.
- Thorough knowledge of Generally Accepted Accounting Principles.
- Thorough knowledge of the principles and practices of accounting operations.
- Thorough knowledge of municipal finance.
- Working knowledge of City functions and systems.
- Working knowledge of organizational principles and managerial practices.
- Working knowledge of State and Federal employment law.
- Working knowledge of computers and software used in the City.
- Excellent oral and written communication skills.
- Excellent problem solving, analytical and creative skills.
- Excellent leadership and supervisory skills.
- Ability to communicate effectively with all levels of City management, including the Mayor and City Council.
- Ability to manage multiple tasks, meet deadlines and work under pressure.

In addition, the City has adopted the following competencies for all leadership positions:

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;
- **Interpersonal skills:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of



individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and



- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.

### EDUCATION AND EXPERIENCE

**Education:** Bachelor's Degree in Accounting, Finance or Business Administration.

**Experience:** Five years of progressively responsible experience, which included experience writing complete financial statements, experience working in an organization with multiple divisions in a high revenue organization.

**License/Certifications:** Certified Public Accountant (CPA) preferred.

### COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$140,827.00 - \$166,943.00 annually, depending on experience. Benefits include health and dental insurance, flexible spending accounts, disability insurance, employee assistance program, vacation, sick leave, paid parental leave, pension plans, and deferred compensation retirement savings.

### TO APPLY

The position will remain open until filled. To apply and submit your resume for this opportunity, go to the [City of Minneapolis career page](#).

The City of Minneapolis is an Equal Opportunity Employer.