



**BUFFALO,
MINNESOTA**

**FINANCE DIRECTOR/
ASSISTANT CITY
ADMINISTRATOR**

MGT

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THE COMMUNITY

Buffalo, MN, (16,884) situated just 45 minutes northwest of Minneapolis and near St. Cloud, is a blossoming community that blends the charm of small-town living with suburban comforts. The city, which is the county seat of [Wright County](#) and well-connected by two state highways, boasts a pedestrian-friendly downtown that embraces the scenic beauty of lakeside [Sturges Park](#). With two local lakes, [thirty parks](#), plus a comprehensive network of [trails](#), Buffalo is a haven for outdoor enthusiasts of all ages, offering activities from boating to fat tire biking, even in winter with unique events like Kites on Ice.

Buffalo's dynamic cultural scene is highlighted by a vibrant arts community, the Buffalo Community Orchestra, [Buffalo Community Theater](#), and the Buffalo Art Guild, which draws artists nationally. The downtown area is alive with over thirty independent shops and diverse dining options that cater to every taste and budget. Education is a priority, with the [Buffalo Hanover Montrose School District](#), [St. Francis Xavier Catholic School](#), Terra Nova, Impact Christian Academy, and Wright Technical School providing state-of-the-art learning environments and programs, consistently achieving above-average test scores.

Recognized for its high-quality amenities, Buffalo prides itself on fostering strong community ties and supporting business growth, making it a progressive city that creatively blends opportunities for recreation, culture, and education, ensuring a thriving life for its residents.



THE ORGANIZATION

The city is recognized as a 501(a) organization by the IRS and follows the "Optional Plan A" government format according to Minnesota laws. This means the city's decisions are made by a City Council, which includes a mayor and four council members, all elected by the public. This council is in charge of creating policies and laws for the city. They also pick officials to manage the city's daily operations. Council members serve four-year terms, with elections for two of them happening every two years. The mayor is elected for two years.

The City Council has directed the city staff to provide services to the community through a clearly defined vision that states:

"Buffalo will continue to grow by fostering an environment of superior services, innovation in all areas, and a safe environment to live, work and play. Every citizen will accept responsibility and will be accountable for success!"



BUFFALO BY THE NUMBERS

Population – **16,884**

Water Customers – **5,549**

Electric Customers – **6,465**

Square Miles – **9.54**

Median Household Income - **\$81,868**

Homeownership – **76.3%**

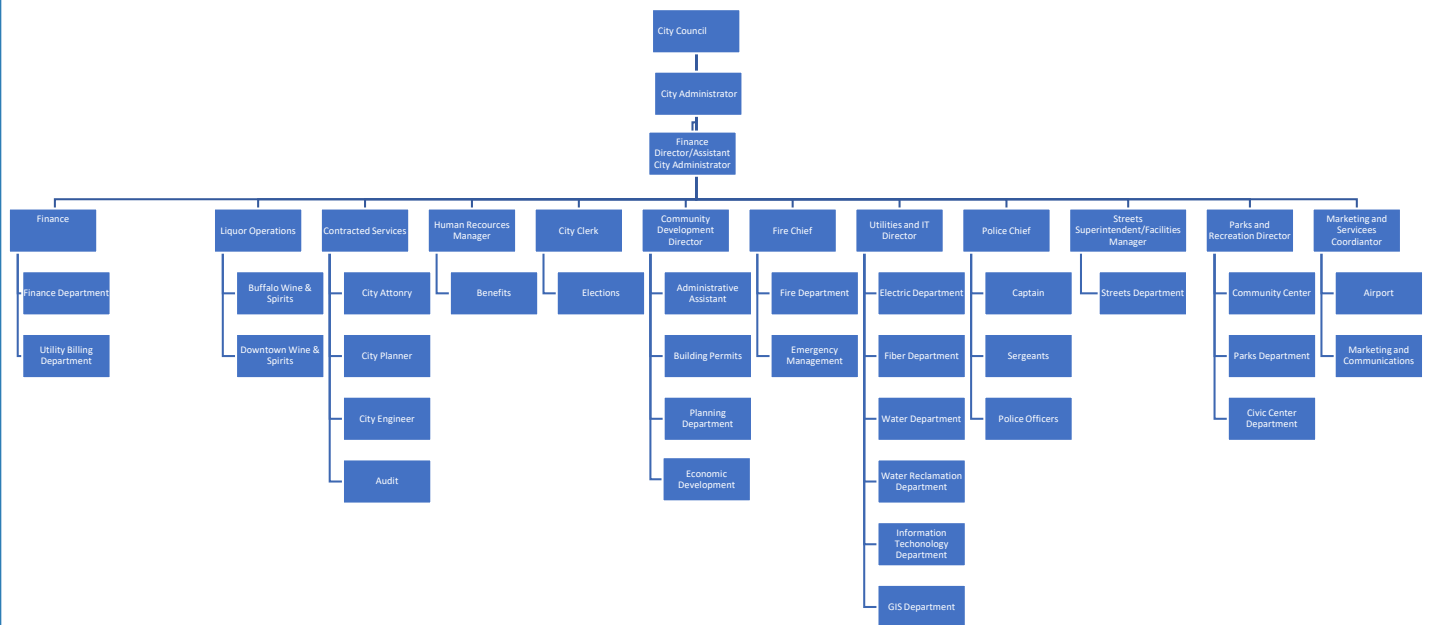
Unemployment rate (Wright County) – **2.8%**

Median Home Rent - **\$1,037**

Avg Home Value - **\$367,031**

School Enrollment – **5,313**

CITY ORGANIZATION CHART





CITY FINANCIAL SUMMARY

Buffalo has a significant budget and many departments. It employs approximately 99 full-time, 68 part-time, 30 firefighters and an additional 35 seasonal workers. The city's general fund budget is \$13.4 million, while the total budget, including city-owned utilities, is approximately \$60.5 million in planned revenue and \$65.2 million in planned expenses to support capital project. Buffalo's departments include Administration, Airport, Development Services, Finance, Fire, Parks, Recreation, Public Works, Police, and Utilities. The Utilities department oversees electric, fiber internet, water, sewer, and streetlight systems. Additionally, the city owns and operates its own municipal liquor enterprise, Buffalo Wine & Spirits.

At the end of 2023, the City's finances were strong. Its assets and resources exceeded liabilities by \$98,698,834, with \$12,734,170 available for ongoing needs. The total financial standing improved by \$16,979,108, mainly due to federal construction funds received. The governmental funds ended with a balance of \$16,393,109. At the end of 2023, the General Fund had an unassigned balance of \$4,614,580, which is 38% of the 2023 General Fund expenses, showing a solid financial cushion.

The City's total bonded debt rose slightly by 1.3% to \$74,424,998, including tax-supported, tax abatement, and revenue-supported debts. All the debts are secure, as the city is committed to covering them if needed. Additionally, the city's bond rating improved to AA-/Stable from A+, showing financial stability and confidence from the investment community.

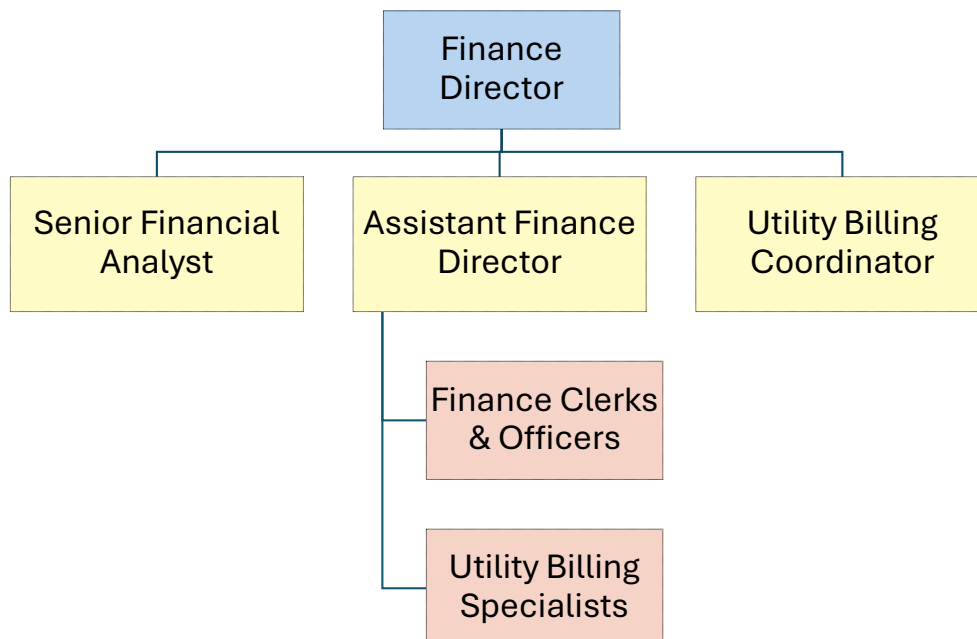
Part of the City's financial planning includes a 5-year capital improvement plan worth \$102 million, highlighting its commitment to infrastructure and growth while maintaining a healthy balance sheet.



POSITION SUMMARY

Under the City Administrators guidance, the Director oversees city-wide accounting and budgeting operations, including fund management, debt management, budget adjustments, utility billing, and account evaluations. Coordinates fiscal activities, personnel, and communications to meet organizational accounting needs. Collaborates on business strategy, assisting in policy development to fulfill the City's mission. Supports daily financial and accounting operations and supervises finance staff. In the absence of the City Administrator, supports overall city operations as needed.

FINANCE DEPARTMENT ORGANIZATION CHART



CHALLENGES AND OPPORTUNITIES

- Update and Review Standard Operating Procedures: Ensure financial processes and controls are efficient, effective, and compliant with relevant regulations.
- Anticipate and Plan for Future Challenges: Identify potential financial risks and develop strategies to mitigate them, such as economic downturns, natural disasters, or regulatory changes.
- Enhance Financial Reporting and Analysis: Improve the quality and timeliness of financial reports, providing valuable insights to support decision-making.
- Strengthen Financial Controls: Implement robust internal controls.
- Optimize Financial Performance: Identify cost-saving opportunities and improve revenue collection efforts.
- Collaborate with Other Departments: Work closely with other departments, including the Utilities Director, to achieve the City's strategic goals and ensure financial sustainability.
- Develop a Succession Plan: Identify and develop high-potential employees to ensure a smooth transition and continuity of financial operations.
- Contribute to Fiber Project: Work with the Utilities Director to develop a comprehensive business, budget, and marketing plan for the city's fiber initiative.
- Coordinate Capital Improvement Projects: Collaborate with the city's consultant engineer to coordinate annual capital improvement budgeting, ensuring alignment with the city's long-term strategic plan.
- Develop Debt Management Strategies: Develop strategies to manage the city's debt portfolio, balancing current obligations with future growth and redevelopment needs.
- Support Utility Rate Studies: Assist in the development of utility rate studies that reflect the realities of current and future debt loads, ensuring fair and equitable rates for customers.
- Use various communication methods and technologies to clearly report on the City's financial performance and operational status.



CANDIDATE REQUIREMENTS:

- Bachelor's in finance, Accounting, Public Administration, or Business Administration
- Minimum of seven (7) years' progressively responsible accounting or finance experience.
- Minimum of three (3) years' previous supervisory experience.

PREFERRED CANDIDATES WILL HAVE ONE OR MORE OF THE FOLLOWING:

- Certified Public Accountant (CPA) or Certified Public Finance Officer
- Experience preparing and writing an Annual Comprehensive Financial Report
- Government accounting experience at accountant or higher level.
- Experienced managing debt and investments.
- Skilled in billing and limited collections operations.
- An experienced manager capable of managing a wide range of responsibilities and projects with multiple stakeholders, timelines, and/or budgets.
- Enthusiastic and committed to community engagement, skilled in utilizing multiple modes of communication and technology.

IDEAL CANDIDATE:

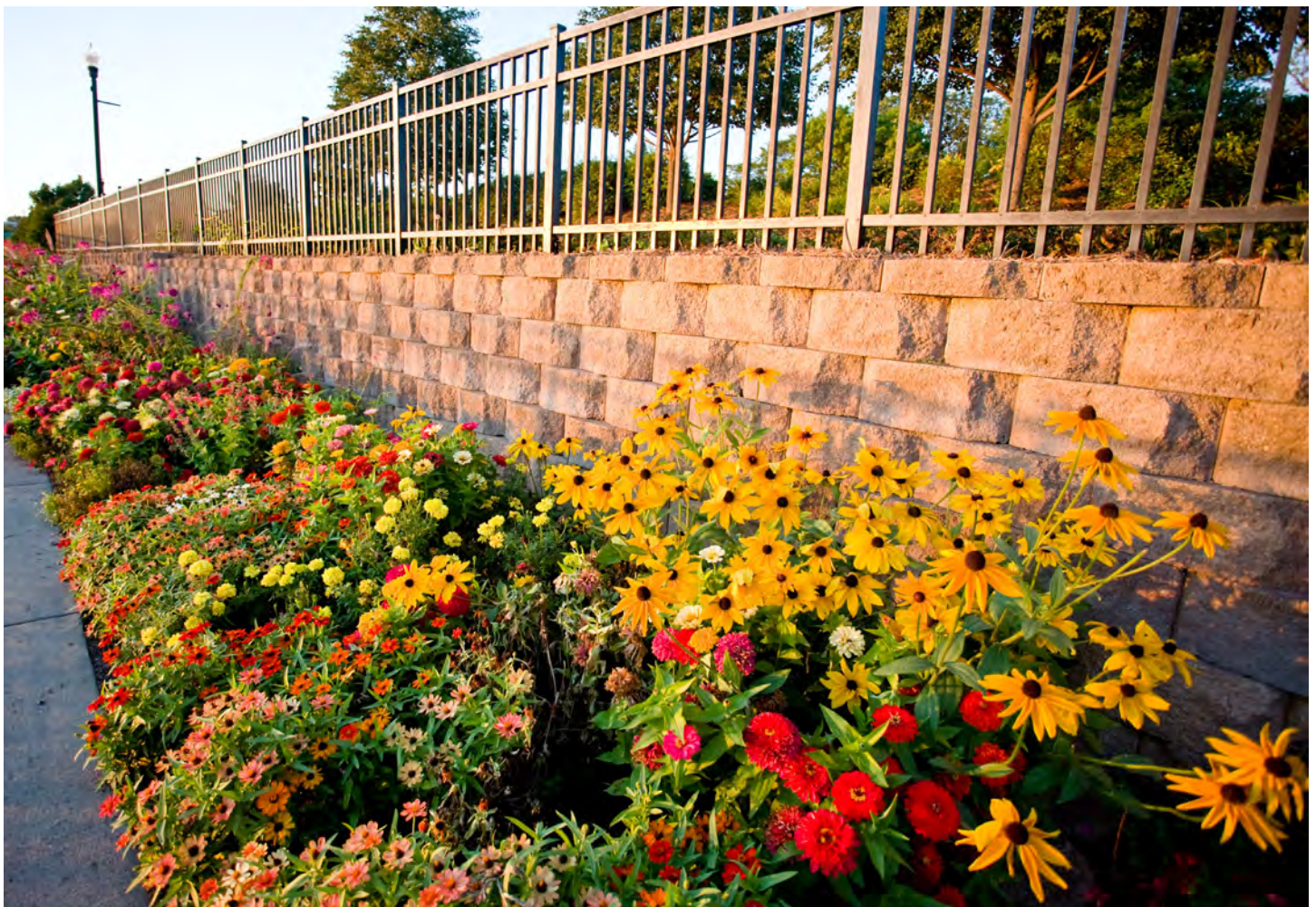
The ideal candidate may possess a Certified Public Accountant (CPA) certification. While a CPA, master's degree in business administration, Public Policy, or Public Administration is not mandatory, it is highly advantageous as it demonstrates a thorough understanding of both the theoretical and practical aspects of governance and compliance oversight.

This individual should exhibit a strong capability for collaborative leadership, skillfully engaging with diverse teams to spearhead improvements and innovate processes that enhance the City of Buffalo, MN's commitment to responsible governance. The Finance Director/Assistant City Administrator's role is critical in ensuring that the city not only maintains but also elevates its standards of ethical management and operational excellence. The individual must maintain professionalism and project calmness.



MANAGEMENT STYLE AND PERSONAL TRAITS SOUGHT:

- **Ethical Leadership:** Possess unwavering integrity and strong moral compass. Build trust and respect among subordinates, colleagues, elected officials, and the public.
- **Effective Communication:** Communicate complex financial information clearly, concisely, and in a manner understandable to diverse audiences, including non-financial stakeholders.
- **Strategic Leadership:** Be a visionary leader with a proven ability to set clear goals, motivate teams, and drive results.
- **Problem-Solving and Innovation:** Encourage a culture of innovation and continuous improvement. Find creative solutions to complex financial challenges while adhering to regulatory frameworks.
- **Financial Expertise:** Demonstrate deep understanding of municipal finance principles, accounting standards, and budget processes.
- **Team Building and Development:** Foster a positive and collaborative work environment. Empower and develop staff, providing guidance and support while holding them accountable for performance.
- **People Skills:** Build strong relationships with key stakeholders, including elected officials, department heads, and community members.
- **Decision-Making:** Make sound, timely decisions, even in complex and ambiguous situations.
- **Risk Management:** Identify, assess, and mitigate financial risks.
- **Transparency and Accountability:** Maintain transparency in financial operations and ensure accountability for public funds.



COMPENSATION AND BENEFITS

The salary range for the Finance Director/Assistant City Administrator is \$133,182 - \$166,462 DOQ. A cost-of-living adjustment is anticipated for CY 25. The City of Buffalo provides an excellent and comprehensive benefits package, including the option of a partially remote schedule.

HOW TO APPLY

Interested candidates should apply online by January 8, 2025, with resume, cover letter and contact information for five work-related references at www.GovHRJobs.com to the attention of Mike Brethorst, Senior Consultant, mbrethorst@mgt.us or by Tel: 218-329-0700. Buffalo, MN is an Equal Opportunity Employer.

