



## **Job Posting**

### **Finance Specialist**

**Application Deadline: Tuesday, February 28**

The City of Breezy Point is seeking a Finance Specialist. Under the direction of the City Administrator/Clerk, the Finance Specialist is responsible for the performance of all general accounting functions and preparation of all financial reports for the City. Additional duties include accurately performing the financial transactions within accounts payable, accounts receivable, payroll, and utility billing and collections in accordance with City policies and procedures as well as providing administrative support including reception duties, financial filing system maintenance, and customer service.

The minimum qualifications for this position are a 2-year degree in accounting, finance, administrator, business management, or other related field and two years of progressively responsible finance and accounting experience. A bachelor's degree in accounting, finance, or business management is desirable, and CPA certification and experience with government accounting is preferred.

Desired skills for the Finance Specialist include knowledge of financial management in a government setting, interpersonal relationship skills, creative problem-solving skills, and proactive process improvement.

The Finance Specialist position is a non-exempt, non-union position, and the 2023 pay range for this position is \$30.45-\$39.73/hr.

The full job description and employment application can be found on the City's website at [www.cityofbreezypointmn.us](http://www.cityofbreezypointmn.us).

Applications should be submitted to [cityadmin@cityofbreezypointmn.us](mailto:cityadmin@cityofbreezypointmn.us).