

# EMPLOYMENT OPPORTUNITY

## CITY TREASURER

### THE CITY OF BUCHANAN, MI

**‘THE NICEST PLACE IN AMERICA!’**

*as selected by Reader’s Digest in 2020.*

Who would not want to work in a community in which they want to live and raise a family?  
Buchanan is that place!

The next City Treasurer will find a thriving, irreplaceable downtown, responsive schools, solid neighborhoods and a commitment to green space and active recreation.



There is a vibrancy to Buchanan. It is a giving community where people have a habit of volunteering and getting involved in community events. The Thrill on the Hill is unique and fun summer event for the whole family. There is a full range of arts, cultural, and natural activities throughout the years. There are parades, a farmer’s market, Pears Mill, concerts, art center, Tin Shop Theatre productions, McCoy Creek Trail, and creative holiday activities and events. Whether you or your family want to participate in the arts, be active in the schools, join a service organization, hit the trails, or just sit at a sidewalk café and enjoy the day, Buchanan is the kind of place your family will enjoy living.

Like the St. Joseph River that is entwined in Buchanan’s history, the City is on the move. People love and want to maintain the quaint lifestyle where everybody counts and has a stake.

There is a **Buchanan Promise** scholarship for students who graduate from the Buchanan Community Schools and live in the district. Buchanan is that kind of a caring and forward-thinking community.



Only minutes from Buchanan, the world awaits. From Buchanan, you can quickly visit more than 20 wineries, breweries or distilleries and other terrific establishments and destinations. Or, visit the shore communities along Lake Michigan (just minutes away), head to South Bend, Indiana (15.5 miles), Mishawaka, Indiana (26.9 miles) or take in the city sites in Chicago (89 miles). Feel like camping or walking the beach? Minutes away is one of Michigan's best state parks, Warren Dunes, which includes two separate campgrounds, over 3 miles of sandy Lake Michigan beach, 6 miles of hiking trails, and a rugged dune formation rising 260 feet for spectacular views (17.4 miles). Natural beauty abounds, and adventure awaits!

**Why Buchanan?** This community, as is all Southwest Michigan, is a great place to raise a family and advance your career. There are plenty of opportunities and projects on which to use your talents. You will not be bored! Buchanan is financially and politically stable and looking to hire a City treasurer.

**Compensation:** The position's starting range is \$65,000-\$75,000 DOQ with terrific health, pension and leave time benefits. Buchanan is a MERS member community. Residency is preferred but not required.

## **BUCHANAN: A SPECIAL PLACE WHERE OPPORTUNITIES AWAIT**



The City of Buchanan has an incredible opportunity for a City Treasurer looking for a new challenge as Buchanan looks to update its municipal financial accounting processes, including a potential migration to new financial accounting software. Buchanan is also looking to improve efficiencies throughout its entire administrative process, and a City Treasurer open to pursuing best practices and embracing new technologies is strongly desired. Buchanan seeks a dynamic forward-thinking person who can help lead a team of dedicated staff and interns to tackle

all the amazing opportunities that Buchanan presents. The new City Treasurer will have an opportunity make a big difference in the community!

Buchanan has several exciting economic development opportunities on the horizon and is anxious to develop and nurture even more. Having the right City Treasurer on board who can help the City of Buchanan develop and administer a budget that is responsive to changing circumstances is extremely important at this critical juncture in Buchanan's history. Someone with the skill to utilize municipal accounting software to generate all reports, projections, and forecasts requested by the City Manager is also extremely important, as is knowledge in the area of municipal finance related to municipal bonding, capital improvement planning, and asset management planning and reporting.

The next City treasurer will work with the City Manager to update the city's financial management practices, including budgeting practices. Like many communities, Buchanan is also looking for the right person to help improve financial accounting efficiencies and also increase

transparency by displaying financial data for the public in new ways so that the City can be responsive to the City residents and businesses post Covid-19, which will present the next City Treasurer with some challenges to be conquered.



Buchanan is home to over 4,456 fulltime residents. One of the things they are proud of and

which families enjoy is the McCoy Creek Trail. Trail heads for this historic trail start downtown Buchanan and offer hiking, biking, and exploring. From downtown Buchanan Phase 1 meanders through fen, wetlands, and prairies of Buchanan Township to a picturesque point on the St. Joseph River. Phase 2 starts at the same downtown trailhead and goes through the Tin Shop and Firehouse Park – the Buchanan Common which is home to Pears Mill and the farmer’s market – connecting to a former rail-bed to a 31 acre native prairie. In all, McCoy Creek connects nearly 5 miles of wooded areas, prairies, the Buchanan Common and downtown and the only designated trout stream in Southwest Michigan.

## **STABLE, FORWARD THINKING GOVERNMENT**

Buchanan is a Home Rule City respecting the Council-Manager form of government. The 5-member Council provides stable government. Council members are experienced in their roles and dedicated to moving Buchanan forward. The City Commission directly oversees the City Manager, who, in turn, oversees all other city staff, including the City Treasurer. The City Treasurer’s most direct supervisor will be the City’s Community Development Director, who reports directly to the City Manager. However, as the City Treasurer role is a ‘department head’ level position, the City Treasurer will have a lot of independence and will be responsible for their own work product. The City Treasurer will also have a supervisory role over a small staff of employees and interns.

The next City Treasurer will find a refreshing level of expertise and commitment on the City’s appointive bodies. Passionate people volunteering for their community make these bodies work.

The staff of 30 at Buchanan is talented and dedicated. They offer face-to-face friendly service to all. It is easy for the City treasurer to walk down the street to meet with residents and businesses alike. The new City treasurer will find the easy interactions between the City Commission, residents, and businesses owners refreshing. It is this people-to-people approach that makes life great in Buchanan.

Those interested in being the next City Treasurer will be happy to know Buchanan has a terrific Fund Balance of 63%. Thanks to the City's sound governance, Buchanan is well prepared for its future.

## **THE IDEAL CANDIDATE**



The ideal candidate is likely already a city treasurer, deputy city treasurer, or other municipal treasurer. Experience utilizing either Fundbalance, BS&A, or other comparable software is sought. The City Commission, who makes the hiring decision for this position, seeks a highly professional, ethical, energetic person. The City is a full-service organization providing police, fire, planning/development, assessing, water/wastewater utilities, public works, and administrative services. The City Manager is the

Chief Administrative Officer and reports to an elected board consisting of a separately elected Mayor and four Commissioners. After the City Treasurer is hired by the City Commission, the City Treasurer thereafter has no further direct oversight from the City Commission, and instead reports directly to the Community Development Director, who reports directly to the City Manager. The City Manager retains ultimate supervisory authority over the City Treasurer and all other City staff.

Qualified individuals will be expected to have:

- A Bachelor's degree in finance, accounting, or a related field; or, the equivalent combination of training and work experience.
- At least 2 years of direct work experience in municipal finance or accounting (5 years is preferred), including experience operating municipal accounting software such as Fundbalance, BS&A, or other similar programs.
- Demonstratable experience developing and administering municipal budgets and preparing Treasurer's Reports and other similar documents.

Any applicant who moves to the level of candidate will possess the experience and talent to help Buchanan modernize its municipal accounting practices, including a likely transition in the municipal accounting software utilized. Among the other skills that are to be illustrated in a resume and letter of introduction are these:

- Superior oral and written communication skills.
- Solid financial acumen, including an understanding of how to develop and administer municipal budgets for general and enterprise funds.
- An understanding of municipal finance principles, including investment strategies and bonding techniques.
- An understanding of municipal taxation principles.
- Ability to support and develop a well performing employee team, as well as the ability to identify and develop talent.
- Competence with the administration of grant funds, including required reporting criteria.

- Ability to foster a positive atmosphere even while accepting constructive criticism from supervisors, as well as members of the public.
- Strong time-management skills and ability to delegate efficiently.
- Demonstrated comfort with, and ability to, quickly learn about new and emerging concepts and procedures related to municipal finance and accounting.



## APPLICATION PROCESS

**APPLY BY CLOSE OF BUSINESS on Monday, December 7, 2020**

Late submissions may be considered, but timely submission of materials is strongly encouraged to ensure consideration.

Please submit resume, cover letter, consent form, and five professional references to:  
**Buchanan Search Facilitator Larry Nielsen** at [larrynielsen6619@gmail.com](mailto:larrynielsen6619@gmail.com), Subject Line: Buchanan Search. Questions can be directed to the email above or text/cell at 269.569.5345.

**Candidates desiring confidentiality of their interest**, as allowed for and provided by Michigan law, must indicate such in a separate subject line above the body of the cover letter. This search is conducted by an Equal Opportunity Employer.

\*\*\* Please complete the **Consent Form** on next page and return it with your application.

## **CITY OF BUCHANAN REFERENCE INVESTIGATION FORM**

I, \_\_\_\_\_, authorize the City of Buchanan and/or its agents, on behalf of the City of Buchanan, as part of the application process to verify the information given by me in my supplication to make any investigation of my background deemed necessary. I authorize former employers and any third party contacted by the City of Buchanan to release to the City of Buchanan or its agents on behalf of the City of Buchanan any information they have regarding me without providing written notice to me.

I acknowledge in the event that an entity or record source requires an alternative release form or additional identifying characteristics in order to release requested information, I agree to provide

the additional information and sign any additional release authorizations, if so requested by the City of Buchanan.

The Following is my true and complete legal name and all information is true and correct. I understand that omissions, and/or false information and representations may disqualify me from consideration for employment, or, if I am hired or already work for the City of Buchanan that I may be disciplined, up to and including termination.

---

Full Name

---

Maiden Name or Other Names Used

---

Present Address

---

Signature

Date

Would you like the contents of your application to remain confidential unless an invitation to interview is extended?

---

Yes or No

\*\* The above information is required for identification purposes only. The City of Buchanan is an Equal Opportunity Employer, and does not discriminate on the basis of sex, race, color, religion, creed, national origin, veteran status, age, disability or on the basis of any other classification protected by federal, state or local law.