

FINANCE DIRECTOR / DEPUTY CITY MANAGER

Salary Range: \$85,000 - \$110,000*

*dependent upon education and experience

POSITION SUMMARY

The Finance Director/Deputy City Manager serves as the City's chief financial officer and is primarily responsible for the City's financial management, fiscal integrity, and long-term financial planning. This position oversees all financial functions, including budgeting, accounting, investments, debt management, payroll, and financial reporting, and ensures compliance with applicable laws, regulations, and internal controls. The position provides strategic financial guidance to the City Manager and City Council and supports limited administrative initiatives as assigned.

MINIMUM REQUIREMENTS

- ✓ Bachelor's Degree
- ✓ Five (5) years of progressively responsible experience in governmental finance, accounting, or municipal financial management, including supervisory or leadership responsibilities.

BENEFITS

- ✓ 12 Paid Holidays
- ✓ Health, Vision, Dental, Life Insurance
- ✓ 457(b) Retirement Plan w/match
- ✓ Employee Assistance Program
- ✓ Generous paid leave time
- ✓ MERS Pension w/no employee contribution
- ✓ Short-Term, Long-Term and Disability Insurance.

APPLY NOW

Submit your cover letter and résumé to:
ewilson@cityofwayland.org or
mail to:

Erik Wilson, City Manager
City of Wayland
103 South Main Street
Wayland, MI 49348

APPLICATION DEADLINE:
February 25th @ 5:00 PM

AT 5:00 PM

If you are interested in applying for the position, please submit a response to the questions below with your cover letter and resume.

- What is the highest level of education you have completed?
- Do you have at least five (5) years of progressively responsible experience in governmental finance, including supervisory or leadership responsibilities? If yes, briefly describe your finance experience, including the organization, your primary financial duties (such as budgeting, audits, debt, or financial reporting), and the number of staff you supervised.
- Do you have direct professional experience with governmental or fund accounting, including budget preparation, financial forecasting, debt management, audits, and compliance with GASB standards? If yes, briefly describe your experience, including the type of organization and your role.
- Are you able to work occasional evenings to attend Council meetings as required by the position?



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Finance Director/Deputy City Manager/

📍 City of Wayland, Michigan | \$85,000 - \$110,000 (DOQ) | Full-Time, Exempt

The City of Wayland is seeking a highly qualified, service-oriented professional with a strong municipal finance background to serve as its next **Finance Director/Deputy City Manager**. This senior leadership position serves as the City's chief financial officer, with primary responsibility for all municipal financial operations and limited executive-level administrative duties in support of the City Manager.

★ WHY JOIN US?

- ✓ Serve as the chief financial leader for a growing municipal organization.
- ✓ Lead long-term financial planning, capital strategies, and fiscal sustainability efforts.
- ✓ Work in a collaborative, team-centered environment where sound financial management drives decision-making.
- ✓ Enjoy stability, competitive pay, and a comprehensive benefits package.

🔑 KEY RESPONSIBILITIES

Financial Management

- Direct all financial functions, including:
 - Budget development and monitoring
 - Accounting and financial reporting
 - Investments and debt management
 - Payroll administration
 - Annual audit coordination
- Ensure compliance with applicable laws, regulations, and internal controls.

Revenue & Tax Administration

- Oversee property tax, utility billing, and other revenue functions.
- Ensure accurate collection, reconciliation, and disbursement of City funds.

Staff & Departmental Oversight

- Supervise finance and revenue-related staff, including Administrative Assistants and the Assessor, as assigned.
- Provide financial guidance and support to department heads.

Project & Policy Support

- Conduct financial analysis and prepare reports for City leadership.



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- Support capital improvement planning, grant-funded initiatives, and long-term financial forecasting.
- Coordinate technology and systems support with third-party vendors.

Executive Leadership & Administration

- Provide financial and strategic support to the City Manager on organizational initiatives.
 - Serve as Acting City Manager on a limited, as-needed basis.
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WHAT YOU BRING

Required

- Bachelor's degree in accounting, finance, public administration, or related field.
- Minimum five (5) years of progressively responsible experience in governmental finance, including supervisory or leadership responsibilities.
- Strong knowledge of:
 - Governmental and fund accounting
 - Budget preparation and financial forecasting
 - Debt management and audits
 - Applicable laws and regulations, including the Michigan Uniform Budgeting and Accounting Act and GASB standards.

Preferred

- Master's degree in accounting, public administration, or business administration.
 - Professional certification, such as CPA, CGFM, or CPFO
 - Experience in Michigan municipalities, particularly council-manager governments.
 - Grant management, capital project oversight, or payroll administration experience.
 - Active membership in professional organizations such as GFOA, ICMA, or MME.
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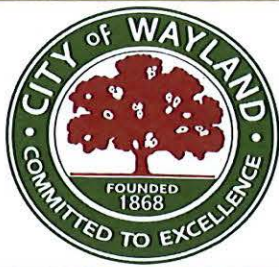
WHY THE CITY OF WAYLAND?

Wayland is a welcoming, growing community committed to high-quality public service, transparency, and strong civic engagement. As a member of our leadership team, you will join a group of dedicated professionals who value:

- ✓ Integrity and public trust
 - ✓ Exceptional customer service
 - ✓ Collaboration across departments
-

APPLICATION DEADLINE: WEDNESDAY, FEBRUARY 25TH AT 5:00 PM.

Submit your résumé and cover letter to: ewilson@cityofwayland.org



CITY OF WAYLAND

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POSITION DESCRIPTION

Position Title:	Finance Director/Deputy City Manager	Position Creation Date:	??
Department:	Administration	Last Revision Date:	02/10/2026
Primary Building Location:	City Hall	POSITION CLASSIFICATION	
Supervisor's Title:	City Manager	Regular FT	<input checked="" type="checkbox"/>
		Regular PT	<input type="checkbox"/>
Direct Reports (position titles only):		Temporary/Seasonal (6 mos. or less)	<input type="checkbox"/>
• Administrative Assistants	• Assessor	Contract	<input type="checkbox"/>
Union Position?		FLSA STATUS	
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Exempt	<input checked="" type="checkbox"/>
		Non-Exempt	<input type="checkbox"/>

SCHEDULE

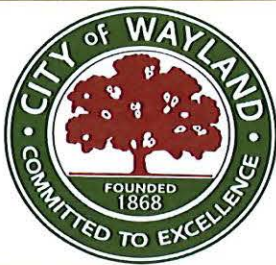
How many hours per week?	<input type="checkbox"/> 20	<input type="checkbox"/> 24	<input type="checkbox"/> 32	<input checked="" type="checkbox"/> 40	<input checked="" type="checkbox"/> Other (please explain) Must occasionally work evenings, weekends, and holidays.
Expected days to work regularly?	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday
		<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday		

POSITION SUMMARY

This section helps readers understand the role's significance and how it fits within the organization's structure. The summary should be 3-4 sentences. What is the primary function of the job? Importance to the organization? Key area(s) of focus?

The Finance Director/Deputy City Manager serves as the City's chief financial officer and is primarily responsible for the City's financial management, fiscal integrity, and long-term financial planning. This position oversees all financial functions, including budgeting, accounting, investments, debt management, payroll, and financial reporting, and ensures compliance with applicable laws, regulations, and internal controls. The position provides strategic financial guidance to the City Manager and City Council and supports limited administrative initiatives as assigned. The Finance Director/Deputy City Manager plays a critical role in safeguarding public resources and ensuring the City's long-term fiscal sustainability.

NOTE: The above statements are intended to describe the general nature and level of work for performance of this position. They are not to be construed as an exhaustive list of all job duties, responsibilities, or requirements for the position.



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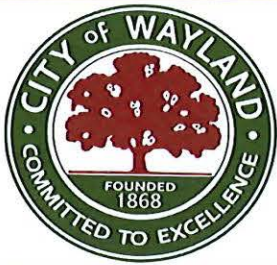
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ESSENTIAL DUTIES

In order of importance, list the primary responsibilities of this position and estimate the percentage of time spent on each responsibility.

1	<p>Treasurer and Finance Director Duties Serves as the City Treasurer and Finance Officer as outlined in the City Charter. Directs and manages all financial functions of the City, including budgeting, accounting, investments, debt management, payroll, annual audit, and financial reporting. Ensures compliance with applicable laws and regulations, maintains robust internal controls to safeguard public assets, and ensures the accuracy, integrity, and transparency of all financial records and reports.</p>	35	%
2	<p>Budget Development and Oversight Coordinates the City's annual budget process in collaboration with the City Manager and department heads. Monitors expenditures, prepares forecasts, and ensures fiscal accountability and transparency.</p>	20	%
3	<p>Revenue, Tax, and Utility Administration Oversees the billing, collection, and reconciliation of property taxes, water/sewer utility fees, and other revenues. Ensures proper recording and deposit of all funds and manages disbursements in accordance with the City Charter and applicable laws.</p>	15	%
4	<p>Financial Analysis, Reporting and Capital Planning Conducts research and analysis to support municipal projects, operations, and organizational policy development. Prepares and presents financial reports and recommendations to the City Manager, City Council, and committees. Assists in managing City capital projects and grant-funded initiatives.</p>	10	%
5	<p>Staff and Departmental Oversight Supervises Administrative Assistants and the Assessor. Provides leadership and guidance to department heads and oversees all payroll functions.</p>	10	%
6	<p>Executive Support to City Manager Assists the City Manager in overseeing and coordinating all municipal departments, offices, and operations. Acts as City Manager in their absence and participates in developing short- and long-range plans, policies, and procedures that promote effective, transparent governance and service delivery. Assists with contract negotiations and other Union matters.</p>	5	%

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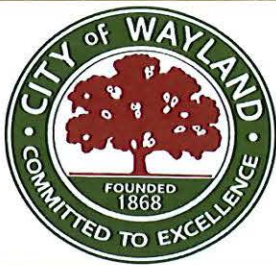
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7	Performs other duties as assigned.		5	%
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MINIMUM QUALIFICATIONS	
Required Minimum Education:	<input type="checkbox"/> High School Diploma/GED <input type="checkbox"/> Associate's degree or 2 years of college <input checked="" type="checkbox"/> Bachelor's degree <input type="checkbox"/> Master's degree
Required Experience:	<ul style="list-style-type: none"> • Minimum of five (5) years of progressively responsible experience in governmental finance, accounting, or municipal financial management, including supervisory or leadership responsibilities. • Municipal Finance and Accounting: Thorough knowledge of governmental accounting principles, fund accounting, budget preparation, debt management, payroll, and audit practices. • Public Administration: Working knowledge of local government operations sufficient to support financial planning, budgeting, and fiscal policy decisions. • Regulatory Compliance: Familiarity with applicable federal, state, and local laws, including the Michigan Uniform Budgeting and Accounting Act, GASB standards, and tax collection regulations. • Analytical and Critical Thinking Skills: Ability to research, analyze data, and develop sound recommendations and solutions for complex operational and financial issues. • Communication Skills: Excellent written and verbal communication skills, including preparing professional reports, delivering presentations, and effectively engaging with a wide range of audiences. • Technology Proficiency: Proficiency in Microsoft Office (especially Excel), financial management systems, and municipal software platforms. • Organizational Skills: Strong ability to manage multiple priorities, meet deadlines,

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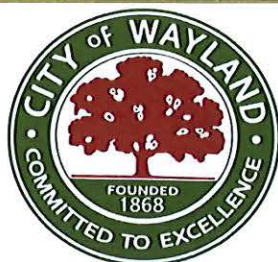
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	and operate with attention to detail in a demanding environment.
Required Licenses or Certifications:	N/A

Preferred Skills, Knowledge and Abilities:	<ul style="list-style-type: none"> • Master's degree in accounting, public administration, or business administration. • Certified Public Accountant (CPA), certified government financial manager (CGFM), or certified public finance officer (CPFO) designations. • Michigan Municipal Experience: Experience working within or in close partnership with Michigan municipalities, particularly under a Council-Manager form of government. • Grant Management: Familiarity with state and federal grant programs, including CDBG, and experience with grant writing, reporting, and compliance. • Capital Project Oversight: Experience managing infrastructure or facility projects, including coordinating contractors, budgets, and regulatory compliance. • Payroll and Benefits Administration: Understanding of public sector payroll and benefits administration, including knowledge of pertinent employment laws. • Professional Affiliations: Active membership in organizations such as the Michigan Municipal Executives (MME), Government Finance Officers Association (GFOA), or ICMA.
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WORK ENVIRONMENT/CONDITIONS			
Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Outdoor environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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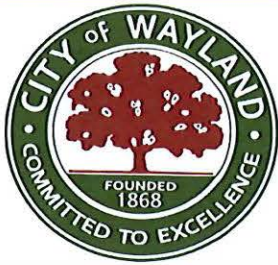
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Street environment (near moving traffic)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined space	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shop environment (maintenance/repairs take place)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In the community (resident homes, businesses)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conditions	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are hostile or irate	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individuals with known violent backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (below 32 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme heat (above 100 degrees)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conditions	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, substances, or waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Loud noises (85+ decibels)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL DEMANDS			
Physical Demands	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pushing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What weight is the employee expected to lift or carry, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
10 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
25 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100+ lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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What height is the employee expected to work, with or without accommodation?	Seldom or Never	Sometimes or Occasionally	Frequently or Often
4 feet (general industry standard)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 feet (requires fall protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 feet (scaffold work requiring fall protection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15-30 feet (some specialized work environments)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TRAVEL & MOBILITY			
	Seldom or Never	Sometimes or Occasionally	Frequently or Often
How often does this position require the employee to drive a vehicle for work-related duties?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

VISION, HEARING & COMMUNICATION		
	Yes	No
Does this position require specific visual abilities (e.g., close vision, distance vision, color vision, depth perception)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is hearing acuity required for tasks such as communicating in noisy environments or detecting alarms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position require clear verbal communication in person, over the phone, or via radio?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

BENEFIT ELIGIBILITY		
	Yes	No
Health benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mobile Device Stipend/City Mobile Phone	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR COMPLETION BY HUMAN RESOURCES			
REQUIRED PRE-EMPLOYMENT CHECKS			
<input checked="" type="checkbox"/> Criminal History	<input checked="" type="checkbox"/> Credit History	<input checked="" type="checkbox"/> Drug Test	<input checked="" type="checkbox"/> Driving Record

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