



103 S. Main Street | Wayland, MI 49348 | www.cityofwayland.org | P: 269-792-2265 | F: 269-792-0387

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.

WHAT YOU BRING Required

- Bachelor's degree in accounting, finance, public administration, or related field. (and/or the equivalent in work experience)
- 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.

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: OPEN UNTIL FILLED.

Submit your resume and cover letter to: arodriguez@cityofwayland.org
