



City of

Norfolk

N E B R A S K A

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FINANCE DIRECTOR



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ABOUT THE CITY



Small town feel. Big city style. Norfolk is a vibrant regional hub nestled in the Elkhorn River Valley of northeast Nebraska — and locals still proudly pronounce it "Nor-fork."

Located in Madison County, 112 miles northwest of Omaha and 121 miles north of Lincoln, Norfolk sits at the intersection of U.S. Highways 81 and 275. The city serves as the economic center for a six-county region, with manufacturing, farming, education, retail, and wholesale trade as its economic backbone. Manufacturing alone employs over 4,000 people, and Norfolk is the major retail trade center for all of northeast Nebraska.

Founded in 1881, Norfolk has grown into a community of nearly 26,000 people with a strong civic identity, a vibrant downtown, and the amenities of a much larger city. Whether it's local theater, live music, a craft brewery, or community events, Norfolk delivers more than most cities of its size.

In 1881, the Village of Norfolk was organized. The settlers proclaimed "North Fork" to be their permanent post office address, named after the river, but suggested "Norfork" as the simplest compounding of "North Fork." Postal authorities, thinking the word had been misspelled, changed the spelling to "Norfolk."



ABOUT THE CITY



FROM OMAHA

112 miles northwest

FROM LINCOLN

121 miles north

FROM SIOUX CITY

75 miles southwest

COUNTY

Madison County,
NE



THE ORGANIZATION



The Finance Department for the City of Norfolk, Nebraska, serves as a centralized, highly structured function responsible for the stewardship and management of all municipal financial resources. The department operates with a strong emphasis on accountability, transparency, and internal controls, ensuring that public funds are properly collected, managed, invested, and reported. Its core responsibilities span accounting, financial reporting, budgeting, cash and debt management, pension oversight, and grant administration, supporting both daily operations and long-term fiscal sustainability for the organization.

Organizationally, the department plays a critical, enterprise-wide role, partnering closely with city leadership, departments, and external entities to guide financial decision-making and maintain compliance with regulatory standards. It functions as the financial backbone of the City, providing timely reporting, safeguarding assets, and supporting strategic initiatives through sound fiscal planning and analysis. With responsibilities that also extend to serving as treasurer for affiliated entities and managing complex funding streams, the department offers a dynamic, high-impact environment for financial leadership within a collaborative municipal structure.



THE SCHOOLS



The City of Norfolk offers a strong and community-centered education system led by **Norfolk Public Schools**, a fully accredited district serving more than 4,000 students from early childhood through high school. With multiple elementary schools, a middle school, junior high, and a comprehensive high school, the district provides a seamless, high-quality educational experience supported by favorable class sizes and a focus on student achievement.

The district emphasizes college and career readiness through diverse academic programs, extracurricular activities, and career-focused opportunities, while also integrating technology and expanded learning options. In addition to its public schools, Norfolk offers respected private education options such as **Sacred Heart Elementary School**, known for its faith-based curriculum and strong academic foundation. The city is also home to higher education institutions like **Northeast Community College**, giving residents access to lifelong learning and workforce development opportunities in a well-rounded educational environment.



THE POSITION



The Finance Director (Finance Officer) for the City of Norfolk, Nebraska serves as the organization's chief financial leader, overseeing the full scope of the City's financial operations and ensuring strong fiscal stewardship. Under the direction of the City Administrator, this role manages key functions including accounting, financial reporting, cash management, debt management, grant administration, retirement plan administration, and the annual budgeting process. The position provides both strategic oversight and hands-on leadership, ensuring that financial systems, policies, and practices support the City's operational goals and long-term financial sustainability.

In addition to leading the department's day-to-day operations, the Finance Director directly supervises the Office Manager and Senior Accountant, fostering a high-performing and accountable team environment. The role also serves as Treasurer for the City, the Community Development Agency of Norfolk, and the Northeast Nebraska Solid Waste Coalition, reflecting its broad organizational impact and regional involvement. Appointed by the Mayor, this position works closely with City leadership, elected officials, and external partners to maintain transparency, ensure compliance, and provide trusted financial guidance in support of the community's continued growth.



DUTIES & RESPONSIBILITIES



The following duties are illustrative of the responsibilities associated with this position and are not intended to be all-inclusive:

- Oversee the accounting activities of the City, including preparation of the City's Annual Comprehensive Financial Report.
- Serve as Treasurer of the Community Development Agency, working with Economic Development, Planning, Engineering, and Redevelopers on various tax increment financing projects.
- Attend meetings of the Business Improvement District and Rural Workforce Housing Fund Committee
- Evaluate, monitor, and improve internal controls
- Work with Economic Development and other staff to attract new development to the area.
- Serve as Treasurer of the Northeast Nebraska Solid Waste Coalition with responsibility for:
 - Budget preparation
 - Financial statements and auditing
 - Annual meeting of the members
 - Board meetings
- In conjunction with other staff, select the landfill operator and monitor the operations of the closure/post-closure funding
- Serve as one of the Pension Plan Administrators for the City's four retirement plans, monitoring the administration of the plans by Ameritas and the investment performance of the plans. and providing employee education.
- Chair the Police, Fire, and General Employees' Retirement Committees.

DUTIES & RESPONSIBILITIES



- *Work with bond counsel and fiscal agent to issue debt to finance City operations.*
- *Serve as Registrar and Paying Agent for the City's debt issues.*
- *Assist with the audit of the City's financial statements, including selection and monitoring of the auditors and answering auditor inquiries.*
- *Supervise collection of receivables, including special assessments, loans, utility billing, and miscellaneous accounts receivable.*
- *Supervise investment of City funds and selection of depository bank.*
- *Supervise the budget process.*
- *Other duties as required.*

KNOWLEDGE, SKILLS & ABILITIES



Knowledge of:

- *Generally accepted accounting principles, practices, and procedures, and their application to a variety of accounting transactions and problems.*
- *Principles and practices of municipal budgeting.*
- *Pertinent Federal, State, and local laws, codes, and regulations.*
- *Cash management principles.*
- *Investment of retirement plan assets.*
- *Debt management principles.*

Ability to:

- *Make presentations at various levels of complexity depending on the audience.*
- *Conduct research, prepare comprehensive reports, and present complex financial and statistical information in a clear and succinct fashion.*
- *Work well with all levels of officials and employees and establish effective working relationships with others.*
- *Analyze and interpret financial and accounting records.*
- *Examine and verify financial documents and reports.*
- *Prepare a variety of financial statements, reports, and analyses.*
- *Communicate clearly and concisely, both orally and in writing.*
- *Work with redevelopers and their attorneys, engineers, and bankers.*

EDUCATION & QUALIFICATIONS



- A bachelor's degree in accounting, finance, or a closely related field. Minimum of ten years of increasingly responsible professional accounting and finance experience, preferably municipal accounting and finance experience, including supervisory responsibility. Master's degree preferred.

COMPENSATION & BENEFITS



The salary for this position is **\$9,439 – \$13,151 per month.**

Compensation is negotiable based on education and experience.

The City of Norfolk provides a competitive benefits package, including:

- Comprehensive health, dental, and vision coverage
- Competitive retirement plan with City matching contributions up to 7% of 401(k)
- Generous paid leave package, including vacation, sick time, two personal days, and 10 observed holidays

Full benefit details available upon request.

HOW TO APPLY

**SUBMIT YOUR RESUME ELECTRONICALLY
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TO APPLY, VISIT:

**jobs.thenextmovegroup.com/NorfolkFinanceDirector
or email ali@nextmovegroup.com**



GET IN TOUCH

**If you have questions, please reach out to
Ali Marie Watson at ali@thenextmovegroup.com**