

The Finance Department is responsible for the City's accounting and utility billing activities. It also provides internal support services to all City Departments.

## Finance Director

### Typical Duties include:

- Preparing annual financial report and budget documents
- Cash management and banking relationships
- Debt management
- Administration of Special Assessments
- Implementation of financial and internal controls
- Safeguard City Assets
- Correlates expenditure against approved operating budget
- Monitors revenues and expenditures for all departments
- Supervise financial aspect for benefit program
- General finance management for the City

[Brian Grimm](#)

Finance Director

(952) 241-2516 [Email](#)

## Utility Billing & Recycling Coordinator

- Billing and collection of utility customer payments
  - Respond to resident questions about utilities
- Reconciling accounts and administering delinquency notices
- Management of financial statements and account reports
- Assist in annual audit process
- Provide clerical and administration support for Public Works
  - Receives incoming telephone calls and responds to questions regarding Public Works
- Primary scheduler of Public Works related inspections
- Coordinates recycling program
- New resident services coordination

[Rena Neumann](#)

Utility Billing & Recycling Coordinator

(952) 241-2528 [Email](#)

# Associate Accountant, Deputy Clerk

## Typical duties include:

- Payroll process administration
- Coordination with Director of Administration for implementing benefits programs
- Accounts payable and general accounting
  - Processes accounts payable for all departments
- Budget preparation support and assistance
- Project Accounting
- Records Management
- Human Resources support
- Election administration support

[Angie Boll](#)

Associate Accountant

(952) 241-2517 [Email](#)

[City Accounting](#)

General Accounting Inquiries

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