



## **Finance Division Manager**

**Moorhead Public Service (MPS) is accepting applications for a Finance Division Manager.** Under limited direction, this position has the overall responsibility for financial plans, policies, reporting, and accounting practices for Moorhead Public Service (MPS). This position performs administrative and supervisory work in planning, organizing, and directing the activities and procedures of the accounting, billing, and collection departments. This position also provides other administrative support and assistance to the General Manager.

**Minimum qualifications include** a Bachelor's degree in accounting, finance, business, or a related field; eight (8) years of accounting, finance, business, or related experience; and a CPA designation.

**Desired qualifications include** an advanced degree, equaling a Master's degree, in business administration, finance, or a related field.

The 2026 salary range for this position is between \$136,386 and \$209,830 annually. The starting salary will depend on experience and education. Excellent health insurance and benefits package.

**Application form and job description are available at <https://www.mpsutility.com/index.php/en/employment-opportunities/newest-jobs> or by calling 218.477.8000, Option 4.**

**Applicants MUST complete an MPS Application for Employment to be considered for employment with MPS. EOE.**

**Closing Date: Thursday, May 28, 2026.**



## **JOB NOTICE**

### **Finance Division Manager**

#### **POSITION SUMMARY**

Under limited direction, this position has the overall responsibility for financial plans, policies, reporting, and accounting practices for Moorhead Public Service (MPS). This position performs administrative and supervisory work in planning, organizing, and directing the activities and procedures of the accounting, billing, and collection departments. This position also provides other administrative support and assistance to the General Manager.

#### **JOB DUTIES OR ESSENTIAL FUNCTIONS**

The essential functions of the position include, but are not limited to, the following:

- Develops and implements documented administrative practices, procedures, and standards for Moorhead Public Service (MPS), which are designed to accomplish the objectives and to implement the policies established by the General Manager and the Moorhead Public Service Commission (MPSC).
- Directs the completion of annual personnel, capital, and operating budgets for the utility and prepares financial forecasts and cash flow analyses. Exercises management control to adhere to adopted budgets and recommends budget adjustments when required.
- Evaluates financial policies and procedures to ensure they conform to long-range objectives and utility standards. Directs the preparation of financial and investment reports and records. Directs the investment of available cash reserves.
- Reviews the current conditions and long-range strategic position of MPS' business operation and assists in the development, update, and presentation of a long-range strategic plan and the short-range strategic modifications to that plan.
- Designs and directs the implementation, operation, and supervision of the accounting system. Maintains, or causes to be maintained, adequate records of assets, liabilities, and transactions. Causes adequate internal audits to be made. Advises and guides the accounting staff in the administration of established accounting programs and procedures according to generally-accepted accounting principles. Functions as the utility's cost accountant, auditor, and financial advisor.
- Compares performance with operating plans and standards, and reports and interprets the results of operations to all levels of management. Formulates accounting policy, oversees department cost control, coordinates systems and procedures, and directs operating data and special reports, as required.
- Works closely with division managers to establish rates that conform to the long-range objectives of the MPSC.

- Prepares reports and attends all MPSC meetings and reports on Administration and Finance Division activities.
- Compiles, analyzes, and interprets significant data to enable management to make intelligent decisions and take responsible action.
- Reviews the adequacy of the organizational structure and staffing of the Finance Division to effectively discharge Finance Division responsibilities essential to fulfillment of the total utility business purpose. Recommends changes, where needed, to improve performance of existing functional areas and/or to accomplish additional functions.
- Serves as Acting General Manager or the General Manager's designated representative, when required, with such authority and responsibility as may be assigned, to a broad spectrum of external organizations, including City of Moorhead departments, consultants, banks, investment advisors, investment brokers, bond rating agency representatives, utility general counsel, consumers, and public interest groups, as directed.
- Directs the preparation of reports to government agencies.
- Performs other duties as requested.

## COMPETENCIES

To perform this position successfully, an individual must be competent in the following areas:

- Kindness and Understanding. Must be able to exhibit kindness and understanding and be fair-minded and reasonable. Must be approachable and exhibit good judgment when handling personal issues. Must be confidential and protect the privacy of all employees.
- Analytical. Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Designs work flows and procedures.
- Problem Solving. Must be able to handle problems on the job on a regular basis. Conflict between employees and misunderstanding of benefits and policies will occasionally occur. No matter what problems or issues may come up, the individual must be able to resolve the problem or issue.
- Leadership. Inspires and motivates others to perform well. Inspires respect and trust. Accepts feedback from others. Provides vision and inspiration to peers and subordinates. Gives appropriate recognition to others. Displays passion and optimism. Mobilizes others to fulfill the vision.
- Manage People. Includes others in planning, decision-making, facilitating, and process improvement. Takes responsibility of subordinate activities. Makes self available to others. Provides regular performance feedback. Develops subordinates' skills and encourages growth. Fosters quality focus in others. Improves processes, products, and services.
- Strategic Thinking. Develops strategies to achieve organizational goals. Understands MPS' strengths and weaknesses. Identifies external threats and opportunities. Adapts strategy to changing conditions.
- Results. Able to articulate and drive the need for timely, high-quality results. Motivates by personal example of hard work and is dedicated to results. Internally driven to achieve high personal standards. Institutes systems to monitor progress and assures sustainable results. Anticipates, diagnoses, and works through roadblocks. Continually seeks to improve work results and methods.

## **MINIMUM QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience, and training required.

### Education

Bachelor's degree in accounting, finance, business, or a related field.

### Experience

Eight (8) years of accounting, finance, business, or related experience.

### Trainings, Certificates, Licenses, and Other Requirements

- Certified Public Accountant (CPA) designation.
- Leadership qualities consistent with MPS' Culture Values – be engaged, be respectful, be positive, be a team player, and be appreciative of others.

## **DESIRED QUALIFICATIONS**

The requirements listed below are representative of the formal education, experience, and training preferred in order to exceptionally perform all of the functions of this position.

### Education

Advanced degree, equaling a Master's degree, in business administration, finance, or a related field.

## **COMPLEXITY**

While performing the normal duties of this job, many different processes and methods are required to apply to an established professional or technical field.

## **RESPONSIBILITY**

### Supervision

Limited supervision is provided while performing the normal duties of this job.

This position exhibits formal supervisory responsibilities as a manager in charge of multiple, related functions.

### Impact

While performing the normal duties of this job, this position's work affects a wide range of professional projects or administrative activities of the utility, influences internal or external operations, or impacts many people.

## REQUIRED PHYSICAL ABILITIES AND WORK CONDITIONS

The physical demands and work conditions described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Physical Demands

While performing the duties of this job, this position:

- May occasionally walk, lift up to 25 lbs., carry up to 10 lbs., use repetitive motions, and drive; frequently stand, finger/enter data/keystroke, feel, and speak; and continuously sit and hear.
- Will use close vision, far vision, depth perception, and visual acuteness.
- Will use their right hand and left hand for simple handling or grasping, and fine handling or manipulation.

### Work Conditions

While performing the duties of this job, this position will experience exposure to inside environmental conditions.

## WAGE AND APPLICATION INFORMATION:

The 2026 salary range for this position is between \$136,386 and \$209,830 annually. The starting salary will be dependent upon experience and education. Excellent health insurance and benefits package.

**Anyone interested in applying for a position at Moorhead Public Service (MPS) must complete an official MPS Application for Employment in order to be considered for employment with MPS.** Applications are available at <https://www.mpsutility.com/index.php/en/employment-opportunities/newest-jobs> or by calling 218.477.8000, Option 4.

Upon completion of an MPS Application for Employment, you can submit the application in one of three ways:

1. **Print and mail to:**  
Moorhead Public Service  
c/o Employment Opportunities  
P. O. Box 779  
Moorhead, MN 56561-0779
2. **Scan and e-mail to [jobs@mpsutility.com](mailto:jobs@mpsutility.com). If you do not receive immediate confirmation that we received your e-mail (via an automated message), please call 218.477.8000, Option 4, to confirm receipt of your e-mail.**  
(NOTE: Depending upon your computer's software, you might not be able to save the MPS Application, so you will need to print it and then scan it before e-mailing it to us.)
3. **Print and deliver** to MPS' Business Office located at 2901 South Frontage Road, Suite 2, Moorhead. The office is open Monday through Friday, 8:00 AM until 4:30 PM, excluding holidays.

**Closing date: Thursday, May 28, 2026.**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks. This job notice should not be construed to imply that these requirements are the exclusive responsibilities of the position. Other duties may be required by the supervisor. The job notice does not constitute an employment contract between the employer and the employee. It is subject to change as the needs of the employer and requirements of the job change.



## Application for Employment

We welcome you as an applicant for employment with Moorhead Public Service (MPS). It is the policy of MPS to provide equal opportunity in employment. MPS will not discriminate on the basis of race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the enclosed Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

MPS accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Human Resources at 218-477-8013.

**Please print in INK or type when completing this application.**

### Personal Information

Name: (Last)	(First)	(MI)
Street Address:		
City, State, Zip:		
Phone Number:	Alternate Phone Number:	
E-mail:		

Title of position applying for:
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Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will your continued employment require "employer sponsorship?"	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Educational Information

School Name and City/State	Did you Graduate	Certificate/Diploma/Degree Earned	Major/Minor
High School:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED		
Technical/Vocational:	<input type="checkbox"/> Yes <input type="checkbox"/> Attending <input type="checkbox"/> No		
College/University:	<input type="checkbox"/> Yes <input type="checkbox"/> Attending <input type="checkbox"/> No		
College/University:	<input type="checkbox"/> Yes <input type="checkbox"/> Attending <input type="checkbox"/> No		
College/University:	<input type="checkbox"/> Yes <input type="checkbox"/> Attending <input type="checkbox"/> No		

Please list any additional training, licenses, registrations, or certificates you possess that may be related to this position:

***Please note that you will be asked to provide proof of possessing a valid driver's license if it is a minimum requirement for the position applied for.***

# Employment Experience

List current or most recent employer first. Resumes will only be considered in addition to, but not in lieu of, this application.

Company	Name of Last Supervisor	Hrs./Week Worked
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last Job title	Check if Current Employer <input type="checkbox"/>
Reason for leaving (be specific):		
Describe your work in this job:		

Company	Name of Last Supervisor	Hrs./Week Worked
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last Job title	Check if Current Employer <input type="checkbox"/>
Reason for leaving (be specific):		
Describe your work in this job:		

Company	Name of Last Supervisor	Hrs./Week Worked
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last Job title	Check if Current Employer <input type="checkbox"/>
Reason for leaving (be specific):		
Describe your work in this job:		

Company	Name of Last Supervisor	Hrs./Week Worked
Address	Start Date	
City, State, Zip	End Date	
Phone Number	Last Job title	Check if Current Employer <input type="checkbox"/>
Reason for leaving (be specific):		
Describe your work in this job:		

## Unpaid Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information that would reveal race, sex, religion, age, disability, or other protected status).

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## Military Experience

Did you serve in the U.S. Armed Forces?
Describe your duties below:
Do you wish to apply for Veterans' Preference Points?
If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to MPS by the application deadline of the position for which you are applying.

## Authorization

<p>I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.</p> <p>I acknowledge that I have received a copy of the Job Notice for the position/s for which I am applying. I further acknowledge my understanding that employment with Moorhead Public Service is "at will," and that employment may be terminated by either Moorhead Public Service or me at any time, with or without notice.</p> <p>With my signature below, I am providing Moorhead Public Service authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.</p> <p>I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Moorhead Public Service, in writing, of any changes to information reported in this application for employment.</p>
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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Veterans' Preference

## COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

**NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "VETERAN'S DD214 COPY 2, 4 or 6), OR OTHER DOCUMENTATION VERIFYING MILITARY SERVICE.**

**DOCUMENTATION MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE NO LATER THAN SEVEN (7) CALENDAR DAYS AFTER THE DEADLINE DATE FOR THE POSITION.**

You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying military service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your DD214, or other documentation verifying military service, contact your County Veterans' Service Office.

Moorhead Public Service operates under a point preference system, which awards points to qualified veterans to supplement their application. After receiving a passing score, ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service-connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served

the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active-duty service-connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only once when applying for the first promotion after securing public employment.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the DD214 Copy 2, 4 or 6), or other documentation verifying military service, is submitted within 7 to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position for which you applied closing date:	
Address (Street)	(City)	(State)	(Zip)	Phone Number
				Are you a US Citizen or Resident Alien? <input type="checkbox"/> Yes <input type="checkbox"/> No

**VETERAN (10 points):**

(DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, must be submitted to receive points)

Honorably discharged veteran:     Yes     No

**DISABLED VETERAN (15 points):**

(DD214, Copy 2, 4 or 6, or other documentation verifying military service, and USDVA Summary of Benefits Letter showing a compensable service connected disability rating decision, usually 10% or more must be submitted to receive points)

Percent of Disability: \_\_\_\_\_%  
 Have you ever applied for promotion in public employment?     Yes     No

**SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):**

(Veteran's DD214 or DD215, or other documentation verifying military service, photocopy of marriage certificate, spouse's death certificate and proof veteran is deceased must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: \_\_\_\_\_    Have you remarried?     Yes     No

**SPOUSE OF DISABLED VETERAN (15 points):**

(Veteran's DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service, photocopy of marriage certificate, and USD VA Rating Decision showing a compensable service connected disability rating decision, usually of 10% or more, and which shows the nature of the disability, must be submitted to receive points.

How does veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific): \_\_\_\_\_

**AFFIDAVIT:** I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete, and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to MPS by the required application deadline.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

1. be a U.S. citizen or resident alien;
2. have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
  - a. Served on active duty for at least 181 consecutive days, or
  - b. Have been discharged by reason of disability incurred while serving on active duty, or
  - c. Have completed the minimum active duty requirement of federal law, as defined by Code of Federal Regulations title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty under Title 10 of the United States Codet, or
  - d. Certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

1. Attach a copy of your DD214 or DD215, Copy 2, 4, or 6, or other documentation verifying military service. This copy must state the character of discharge; i.e., honorable, general, medical, under honorable conditions.
2. Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision or Summary of Benefits Letter that supports/verifies the fact that the veteran has a compensable Service connected disability.
3. A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215 Copy 2, 4, or 6, or other documentation verifying military service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with Moorhead Public Service. If you have any questions regarding veterans' preference, please contact MPS Human Resources at 218-477-8013 or your local County Veterans' Service Office.

# Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. Moorhead Public Service appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender:             Male  
                          Female  
                          Other

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing, or learning).
- 2) Has a history of a disability (such as cancer that is in remission).
- 3) Is regarded as having such an impairment.

Do you claim disability status?    Yes    No

# Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, Moorhead Public Service (MPS) must advise you of the following:

## **Purpose and Intended Use of the Data:**

MPS collects this information for purposes of selecting a candidate for hire. Your data will be used to determine the effectiveness of our recruiting efforts in reaching all segments of the population and in validation of our selection methods. For public safety positions, or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the Bureau of Criminal Apprehension's website. Consultant, MPS staff, and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order, or provided to the state or legislative auditor upon request.

## **Whether you May Refuse or Are Legally Required to Supply this Data:**

The Application for Employment, as well as supplying any data in the Application for Employment, is voluntary.

## **Consequences Arising from Supplying or Refusing to Supply this Data:**

MPS takes pride in hiring the best candidates, but cannot do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to MPS you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to:

Moorhead Public Service  
Attn: Human Resources  
2901 South Frontage Road, Suite 2  
P.O. Box 779  
Moorhead, MN 56561-0779