



South Dakota

# ASSISTANT FINANCE OFFICER STARTING AT \$99,675+ DOQ

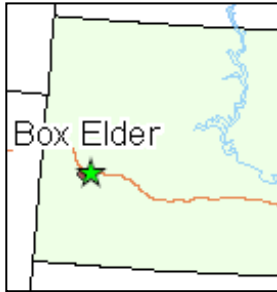
*Plus Excellent Benefits*

Apply by  
**September 17, 2023**  
*(First Review, Open Until Filled)*

**PROTHMAN**



## THE COMMUNITY



Welcome to the City of Box Elder, the "Gateway to the Black Hills" and the best kept secret in South Dakota. We are a small but dedicated group of professionals that takes pride in our work and loves serving our vibrant community.

Sitting along Interstate 90 in southwestern South Dakota, the City of Box Elder is rapidly growing and home to more than 10,000 residents. Known as the home to Ellsworth Air Force Base, which houses over eight thousand military members and their families, the city is rapidly expanding with the Air Force's B-21 raider project has recently brought an additional 4,000 air force personnel to the region.

Being located just east of Rapid City, Box Elder is proud to be developing its own unique identity with brand new developments and new businesses coming to town to support the region's trade area of over 400,000 people due to its convenient location. As the region's population continues to grow, the city is focused on building new infrastructure to support the community, including hotels, restaurants, medical centers, and retail stores. With 400 new housing units being built in the downtown area, a brand-new high school, and a new downtown plaza that broke ground in April, Box Elder is a city with endless growth and opportunities. The region offers a wide range of recreational activities from boating and biking to skiing in winter, and the brand-new downtown Liberty Plaza will also offer a community park, ball fields, and the largest outdoor amphitheater in the area.



With an award-winning school system and multiple colleges and universities nearby, Box Elder has a talented workforce consisting of young professionals from the South Dakota School of Mines and Technology, Black Hills State University, and Western Dakota Technical College. With endless room for expansion and growth, and a community that cares about the region's sustainable future, Box Elder is the gateway to opportunity where the possibilities are endless.

## THE CITY

Box Elder, South Dakota operates under a Mayor-Council form of government. The City Council consists of the Mayor and six Councilmembers. Councilmembers each serve three-year terms, represent specific wards of the City, and are responsible for setting policy and approving the City's budget. The City Administrator/CFO oversees the day-to-day tasks of the city operations and provides leadership support for each department head. The City operates on a 2023 budget of \$30,457,923 with 72 FTEs, and is rapidly growing. City departments include Administration, Finance, Human Resources, Police, Public Works, Planning and Zoning, and Economic and Community Development/Marketing.

## THE DEPARTMENT & POSITION

The Box Elder Finance Office is budgeted to operate with 8 FTEs on a total budget of \$925,808. The Finance Office is responsible for the administration of the City's revenue and expenses as well as all the City's financial records to include budget planning, organizing, spending, auditing, analysis, and the accurate reporting of the general and enterprise funds.

Reporting directly to the City Administrator/Chief Finance Officer, the Assistant Finance Officer is responsible for planning, organizing and administering a comprehensive program to maintain the financial integrity of the City, including financial management, record keeping and reporting. This position also provides expert financial assistance to City management, the City Council, and staff.

To view the full job description, please view the attachment found [here](#).

**For more information on the City of Box Elder, please visit:**

[www.boxelder.us](http://www.boxelder.us)



## EDUCATION & EXPERIENCE

- A bachelor's degree in finance, accounting, business administration or a related field is required.
- Five (5) years of professional financial program management experience, two (2) years of which were in a supervisory role is required.
- A master's degree or recognized professional certification is preferred.
- Possession of or ability to readily obtain a valid driver's license issued by the State of South Dakota for the type of vehicle or equipment operated.
- Any equivalent combination of education, training and experience that allows a candidate to perform the duties of this position will be considered.

## COMPENSATION & BENEFITS

- **Starting at \$99,675+ DOQ**
- Employer paid premiums for the employee for the following: medical insurance, vision and dental insurance.
- Enrollment in the South Dakota Retirement System (6% contribution from employee and matching contribution from employer).
- Generous time off and vacation to include 10.5 Floating Holidays, Paid Personal Leave (4 hours accrued each month or 48 hours per year) and Vacation Leave (accrued at 6.15 hours per pay period or 160 hours per year), and Executive Leave (32 hours of leave granted to management staff).
- Up to \$5,000 in moving/relocation expenses.

To view the detailed benefits provided, please view the Benefits Handbook found [here](#).

The City of Box Elder is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 17, 2023** (Applications will be reviewed as submitted. Position is open until filled.) Application materials will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**", select "**City of Box Elder, SD – Assistant Finance Officer**", and click "**Apply Online**", or click [here](#).

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[www.prothman.com](http://www.prothman.com)

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