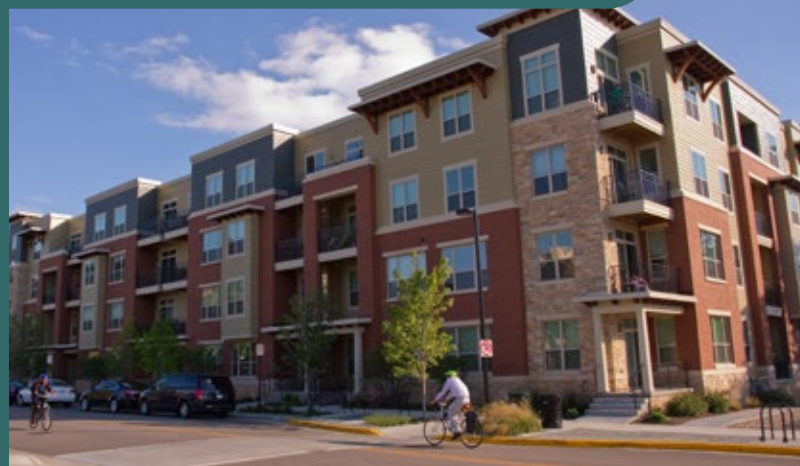


the village of

SHOREWOOD HILLS

Wisconsin



Finance Director/Treasurer

Position Profile



Public Administration Associates



www.shorewood-hills.org

THE COMMUNITY

Population 2,139

Located along the shores of Lake Mendota, Shorewood Hills is bordered by the City of Madison as well as the University of Wisconsin-Madison campus. A small community nestled in the larger west side of the city, the Village's location provides unparalleled access to amenities of the region; park and trail systems (including off-street trail access directly to downtown Madison); a myriad of shopping and dining options and access to facilities of a world-class healthcare, research, and educational institution at the University of Wisconsin-Madison. Its location also provides easy access to Milwaukee (80 miles) Chicago (150 miles), as well as to the many major recreational amenities that the State of Wisconsin provides.

The Village of Shorewood Hills has a strong and unique character that is apparent immediately upon entering – and this is upheld by dedicated volunteers that form both official and unofficial Village Committee structures that sponsor many community events. The many residents actively volunteering their time toward making the Village a better place to live, sets the Village apart in the region, and is one of the reasons for its strong sense of community. Those who live in the Village describe it as a beautiful, comfortable, friendly, welcoming, and neighborly place. The Village is home to a wide range of recreational amenities and housing options that attract a growing diversity of families and individuals.

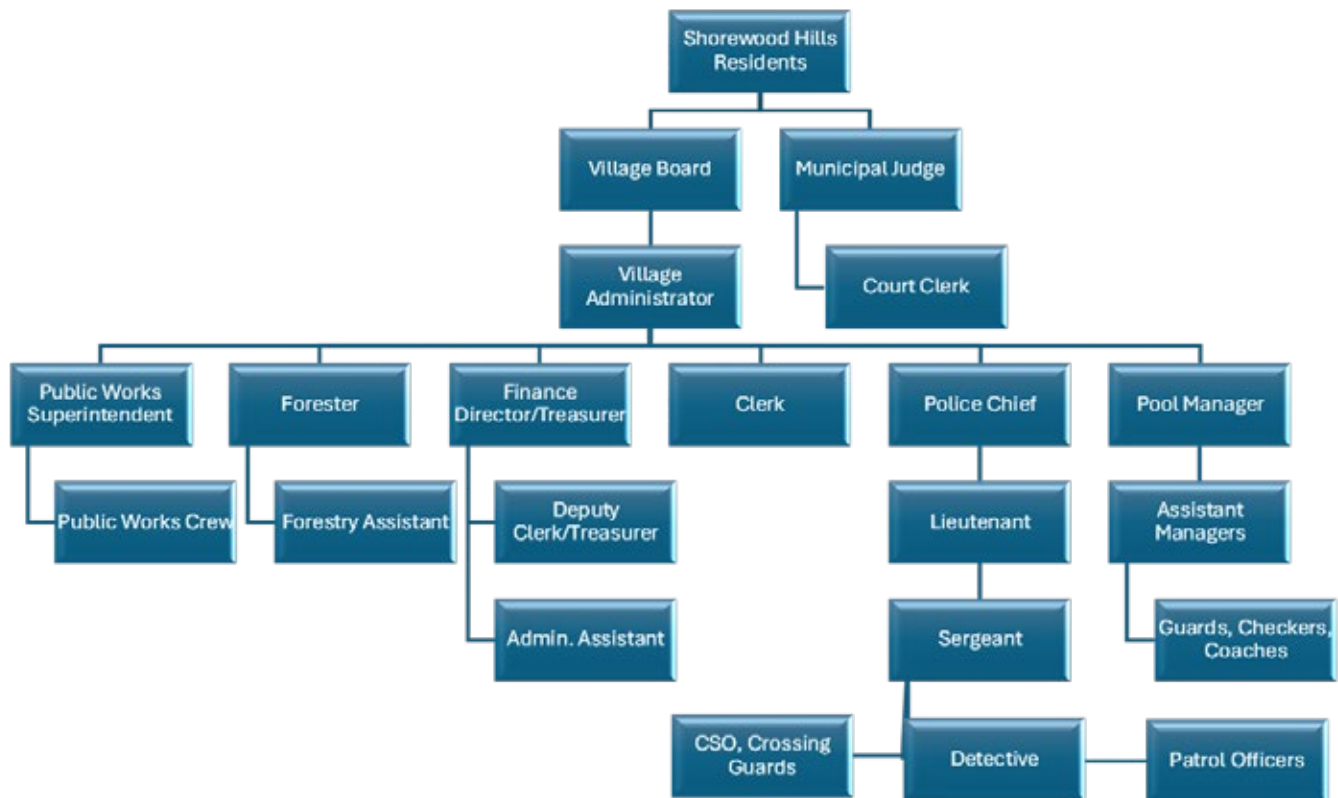
THE MUNICIPAL ORGANIZATION

The Village of Shorewood Hills operates under a Village Board–Administrator form of government. Policy-making and legislative authority are vested in the elected Village Board, which establishes the community’s vision, adopts ordinances, and sets overall policy direction. Board members are unpaid volunteers as are many residents who serve on more than a dozen committees that set the example for self-governance.

Village services are delivered through a range of departments that work collaboratively to serve residents and maintain the community’s high quality of life. These include Administration, Finance, Clerk and Municipal Court services, Public Works, Parks and Forestry, and Police. Fire and EMS services are provided through a regional partnership, while library services are available through the South-Central Library System.

The Village employs a small, highly professional staff team that is supported by dedicated part-time employees and trusted service providers, allowing Shorewood Hills to deliver high-quality municipal services in a responsive and efficient manner.

**Village of Shorewood Hills
Organizational Chart**



VILLAGE FINANCES

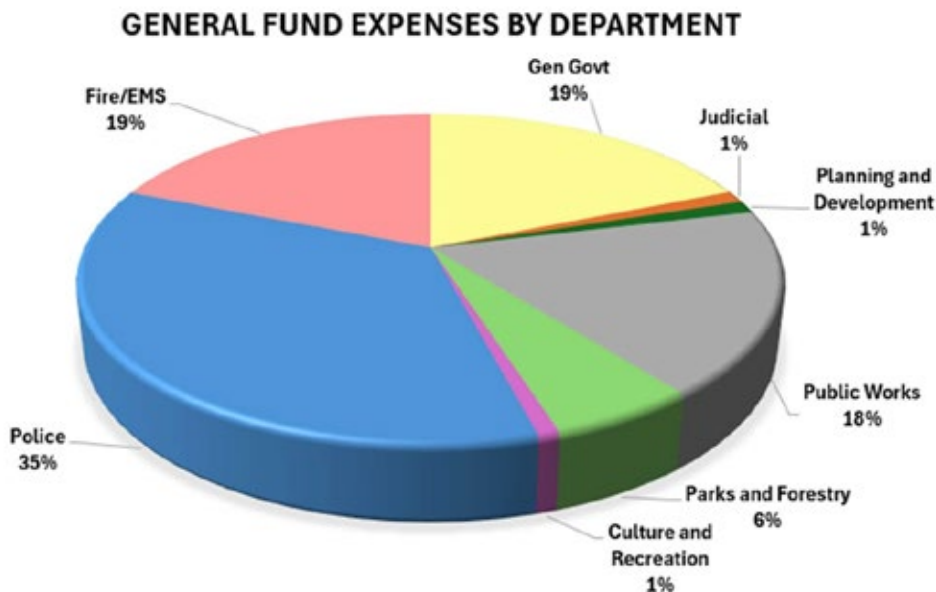
The Village's financial position is strong as it maintains an AAA municipal bond rating and operates three Tax Increment Districts (TIDs) along one of the Madison region's busiest commercial corridors.

In 2026 the nearly \$13.4M total annual budget includes the General Fund, CIP, TIDs, and Utilities, with a breakdown as follows:

- General Fund-\$3,645,938
- Special Revenue Funds (Pool, Marina, and Recreation) -\$966,531
- Debt Service Fund-\$1,173,098
- Capital Projects Funds (Capital Funds and TID's)-\$6,283,118
- Enterprise Funds (Utilities) -\$1,277,881

The General Fund:

- General Government-\$694,275
- Public Safety-\$2,032,548
- Planning and Development - \$44,150
- Public Works-\$665,261
- Parks & Forestry - \$210,833
- Culture and Recreation-\$30,871





THE POSITION

The Finance Director/Treasurer serves as the chief financial officer, overseeing all financial operations in accordance with Village Code and Wisconsin Statutes. The Finance Director/Treasurer plays a key role within the Village, supporting organizational decision-making through budgeting, financial planning, reporting, and compliance. This position works closely with the Village Administrator, department heads, and Village Board to ensure transparency, accountability, and alignment with the Village's financial policies and long-term goals.

Key Responsibilities of the Position

Leadership

- Supervise Finance staff and support organizational goals through cross-department collaboration.
- Present financial information and recommendations to the Village Board.
- Provide responsive service to internal and external stakeholders.

Financial Management and Controls

- Direct all accounting operations (AP/AR, GL, cash management) and maintain compliance with GAAP, GASB, and State Auditor requirements.
- Oversee payroll administration, reporting, and compliance with federal and state regulations.
- Establish and monitor internal controls, financial policies, and overall fiscal integrity.
- Oversee reconciliations, financial transactions, and cash flow monitoring.

Taxation and Audit

- Administer property tax processes, special assessments, and TIF reporting.
- Support financial components of economic development activities and agreements.
- Coordinate annual audit and prepare financial statements.
- Ensure accurate, timely reporting and compliance with records retention requirements.

Starting salary range: \$94,681 - \$104,707 DOQ, plus excellent benefits package which includes participation in the Wisconsin Retirement System, health/dental insurance, paid time off and Wisconsin Deferred Compensation participation.



FUTURE CHALLENGES & INITIATIVES

- Help move forward several important financial initiatives, including the Village audit process and ongoing improvements to day-to-day financial operations.
- Provide leadership during a period of transition, supporting a relatively new administrative team and fostering collaboration across departments.
- Continue developing long-term financial planning tools to support future budgeting and informed decision-making.
- Explore opportunities related to Tax Increment Districts, including the potential for early TID closures and new revenue growth.
- Partner with Village leadership to align budgeting and capital planning with the community's recently adopted Strategic Plan.



IDEAL CANDIDATE

Education: A Bachelor's degree in Accounting, Finance, Public Administration, or a related field from an accredited college or university is preferred.

Experience: Three to five years (3-5) experience as a Municipal Finance Director, Assistant Finance Director, or Treasurer preferred; or any equivalent combination of training and experience demonstrating the following skills.

Skills:

- Strong knowledge of generally accepted accounting principles (GAAP), with an emphasis on municipal finance, accounting, budgeting, and financial forecasting.
- Understanding of municipal tax billing, collection, and settlement procedures, along with payroll processes, reporting requirements, and employee benefits administration.
- Ability to prepare accurate financial statements and complete required state and federal reporting.
- Experience with insurance procurement, policy management, risk management, and claims administration.
- Demonstrated ability to make sound financial, investment, and cash management decisions.

Personal Qualities:

- Effective leadership skills, including the ability to supervise, mentor, motivate, and discipline staff.
- Strong interpersonal skills with the ability to build and maintain effective working relationships with consultants, public officials, coworkers, and the public.
- Excellent oral and written communication skills, with the ability to analyze and clearly present complex financial information.
- Highly organized with strong time management skills and attention to detail.

While the Village of Shorewood Hills has identified preferred qualifications, it values strong candidates with relevant experience who may not meet every listed criterion. The Village is open to supporting high-potential individuals through training and professional development opportunities. An ideal candidate will bring a solid foundation in accounting—particularly within a municipal context—along with a willingness to grow and develop in the role.



LEARN MORE

Visit the community website at www.shorewood-hills.org.



To learn more about the Shorewood Hills Finance Director/Treasurer position watch the video announcement from Village Administrator Brian Mooney.
https://youtu.be/KggcG4GVs_w

HOW TO APPLY

Send cover letter, resume, salary history, and five work-related references (one PDF) to Public Administration Associates, LLC

Attn: Sue McDade, Vice President
E-mail: smcdade@public-administration.com
Phone 608-516-9012
Application Deadline: June 12, 2026

Confidentiality must be requested by the applicant and cannot be guaranteed for finalists.



RECRUITMENT/SELECTION SCHEDULE

6/12/2026 - Application materials due to PAA

6/12 to 6/17/2026 - Review of applications – Selected semi-finalists to be invited for Zoom interviews.

6/18 or 6/19/2026 – Review of candidates – Finalists selected to be invited to Shorewood Hills for in-person Assessment Center. PAA begins in-depth reference reports on selected final candidates.

6/29/2026 - In-person Assessment Center

Immediately Following Assessment Center – PAA negotiates terms of the employment letter on behalf of the Village and Village performs necessary final background checks.

7/7/2026 – Village Board formally confirms appointment of new Finance Director/Treasurer.

July 27, 2026 - Approximate start date for new Finance Director/Treasurer (Assumes 3-week notice to current employer)