



FINANCE DIRECTOR

Finance Department
Williston, North Dakota

Annual Salary:

\$145,000–\$165,000 DOE/DOQ



Are you a strategic public finance executive who can lead complex municipal financial operations while serving as a trusted advisor to executive leadership and elected officials? If so, apply to become the City of Williston's next Finance Director.

Lead the municipal financial future of one of the nation's most unique regional service centers. Williston offers the opportunity to build upon an exceptionally strong finance organization while helping guide more than \$195 million in annual municipal operations through long-term financial planning, strategic capital investment, and sustainable growth.

The ideal candidate will be:

- An experienced municipal finance professional with exceptional strategic planning skills.
- A trusted executive advisor who communicates financial issues with clarity and confidence.
- A collaborative leader committed to innovation, accountability, and organizational excellence.

Blending Hometown Warmth with Forward-Thinking Growth—read on to learn more about this exciting leadership opportunity.

Executive Recruitment
Provided by



ABOUT THE COMMUNITY

Williston is one of North Dakota’s most dynamic and rapidly evolving communities. Located in the heart of the Bakken region at the confluence of the Yellowstone and Missouri Rivers, Williston serves as the commercial, healthcare, education, transportation, and governmental hub for western North Dakota. While maintaining the welcoming atmosphere of a close-knit community, the City offers opportunities and amenities more commonly found in much larger metropolitan areas.

Outdoor recreation is second to none. Residents enjoy immediate access to Theodore Roosevelt National Park, Lake Sakakawea, the Missouri River, Fort Union Trading Post, and millions of acres of public land offering world-class hunting, fishing, hiking, camping, boating, and wildlife viewing. The nationally recognized Williston Area Recreation Center, award-winning Links of North Dakota golf course, James Memorial Art Center, community festivals, and a vibrant downtown provide year-round entertainment for residents of all ages.

Williston serves as the regional economic, healthcare, transportation, education, and governmental center for western North Dakota. Although its resident population is approximately 29,000, the community supports a substantially larger regional service area and manages infrastructure and public services typically associated with much larger cities.

Recent investments include the Williston Basin International Airport, significant public infrastructure improvements, major private-sector development, and a bold five-year strategic plan focused on financial sustainability, economic development, and quality of life.

Residents enjoy excellent schools, expanding higher education opportunities through Williston State College, outstanding healthcare, modern public facilities, and an affordable lifestyle surrounded by remarkable natural beauty.



POPULATION
29,160



MEDIAN HOUSEHOLD INCOME
\$79,381



MEDIAN HOME VALUE
\$286,200
AVERAGE MONTHLY RENT:
~ \$1,100

Tourism



History



GOVERNANCE & ORGANIZATION

The City of Williston operates under a Commission–Administrator form of government. The five-member City Commission, including the Mayor, is elected at-large to serve four-year terms. The Commission appoints the City Administrator, who oversees daily operations and implementation of City policy.

The City provides a comprehensive range of municipal services, including:

- Administration
- Finance
- Police and Fire/EMS
- Engineering and Public Works
- Planning & Zoning
- Airport
- Library
- Economic Development
- Building
- Convention & Visitors Bureau

The City employs approximately 375 full-time employees and operates with an annual budget exceeding \$195 million.



THE JOB

The Finance Department provides comprehensive financial leadership for the City, overseeing budgeting, accounting, treasury management, investments, debt administration, financial reporting, purchasing, municipal auditing, utility billing, and statutory City Auditor responsibilities. The department serves every City division by promoting fiscal integrity, operational efficiency, and transparent stewardship of public resources.

Unlike some executive finance recruitments, this is not a department requiring reconstruction. The Finance Director inherits an experienced, collaborative, and highly cross-trained team supported by established policies, strong financial controls, and a culture of continuous improvement.

Reporting directly to the City Administrator, the Finance Director serves as the City’s Chief Financial Officer and principal financial advisor to executive leadership and the City Commission. Responsibilities include:

- Leading all municipal financial operations and long-range financial planning.
- Developing and administering the City’s operating and capital budgets.
- Overseeing investments, debt issuance, treasury operations, and cash management.
- Advising leadership on financial policy, revenue forecasting, and organizational strategy.
- Building upon a highly respected finance team while advancing innovation, technology, and continuous improvement.

DEPARTMENT STRUCTURE

Divisions within the Department

- Accounting
- City Auditor
- Utility Billing
- Municipal Court
- Treasury & Finance Administration



DEPARTMENT EMPLOYEES

15



DEPARTMENT BUDGET

~2.0 MILLION

KEY PROJECTS FOR 2026

- Advance implementation of Williston’s Five-Year Strategic Priorities with emphasis on Financial Stability & Strategic Growth.
- Expand long-term financial planning, including multi-year budgeting and capital financing strategies.
- Continue debt reduction efforts while strengthening reserve policies and long-term fiscal sustainability.
- Modernize financial operations through technology improvements, enhanced reporting tools, and process innovation.
- Support strategic infrastructure investments and major economic development initiatives throughout the community.
- Prepare the next generation of financial leadership through succession planning, mentoring, and continued professional development.

FULL JOB DESCRIPTION





IDEAL CANDIDATE

The City seeks an experienced municipal finance executive who combines exceptional technical expertise with strategic leadership and sound professional judgment. This individual will inherit a highly capable, collaborative department and should embrace the opportunity to build upon that success rather than rebuild existing operations.

The successful candidate is approachable, intellectually curious, politically astute, and comfortable serving as a trusted advisor to executive leadership and elected officials. They understand how to communicate complex financial information clearly while maintaining transparency and credibility. They proactively identify emerging issues, develop innovative financial strategies, and help position the City for long-term success.

Demonstrates the professional confidence to identify emerging financial risks, communicate candidly with executive leadership and elected officials, and provide independent financial advice.

Strong governmental accounting knowledge, budgeting, debt management, treasury operations, financial forecasting, and organizational leadership are essential. Equally important is the ability to mentor staff, foster professional development, build consensus across departments, and support organizational excellence through collaborative leadership and continuous improvement.

EXPERIENCE & QUALIFICATIONS

Required:

- Bachelor's degree in Accounting, Finance, Public Administration, Business Administration, or a closely related field.
- Seven years of progressively responsible financial leadership experience in governmental finance, public accounting, auditing, or comparable complex financial organizations.
- Minimum of three (3) years in a supervisory or executive management role.
- Possession of, or ability to obtain, a valid North Dakota driver's license.
- Must be bondable.

Preferred:

- Certified Public Accountant (CPA)
- Certified Public Finance Officer (CPFO)
- Certified Government Financial Manager (CGFM)
- Extensive experience with governmental budgeting, debt management, capital planning, treasury operations, and strategic financial leadership.
- Experience presenting financial information to governing boards or elected officials.



SALARY & BENEFITS

The City of Williston offers a highly competitive executive compensation package designed to attract outstanding public-sector leaders.

Compensation: \$145,000–\$165,000 annually, depending on qualifications.

Health Benefits: Full-time employees receive employer-paid medical insurance, coverage valued at approximately \$33,000 annually, through the North Dakota Public Employees Retirement System (NDPERS), along with life insurance. Optional dental and vision coverage is also available for employees and eligible dependents.

Paid Leave: Employees receive 16 hours of vacation leave each month, eight hours of sick leave monthly, and eight hours of personal leave annually, in addition to paid holidays.

Retirement: Employees participate in the North Dakota Public Employees Retirement System (NDPERS), providing a comprehensive retirement benefit supported by employer and employee contributions.

Additional Benefits: Relocation assistance is available for qualified candidates. The City also supports professional development and continuing education opportunities while providing modern technology resources and a collaborative work environment. Employees enjoy working in an organization that values innovation, teamwork, and long-term career growth while serving one of North Dakota's most progressive and financially sophisticated municipalities.

HOW TO APPLY

Apply Here



For more information on this position, contact:

Clay Pearson

Senior Vice President, Executive Recruitment

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The City of Williston is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other protected status. Finalists will be subject to a comprehensive background investigation.