



Director of Finance Job Description

FLSA: Exempt
Reports To: Town Administrator

Grade: 25
Effective Date: 12.20.2022

NATURE OF WORK:

Under broad policy guidance and direction of the Town Administrator, performs executive level administrative and professional work in planning, organizing, coordinating, and managing the operations and functions of the Finance department.

DUTIES AND RESPONSIBILITIES:

The below list is intended to be illustrative of the responsibilities of the position and not all encompassing. The Town may change these duties at any time.

Fiscal Management

- Plans, directs, organizes and reviews general procedures of fiscal management including accounting, budgetary control, revenue collection, special assessments, investment programs, purchasing, and budget preparation.
- Develops and institutes systems, operations and procedures relative to fiscal control programs, drafts and issues departmental rules/regulations; implements directives from the Town Administrator.
- Prepares comprehensive annual financial report. Works with Town Administration to prepare popular annual financial report. Prepares monthly financial reports and updates. Reviews and analyzes monthly and annual financial reports.
- Manages the Town's Urban Renewal Authority (URS) and enterprise fund sources.

Budget

- Prepares annual budgets and supplemental appropriations. Reviews expenditures and budget appropriations; makes adjustments resulting from budget revisions; prepares reports that serve as a basis for budget requests; analyzes cost of operations; develops annual and long range budgets; confers with the Town Administrator and Department Heads in the solution of budgetary and fiscal problems, preparation of cost estimates and resolution of related issues.

Other

- Attends and presents to the Board of Trustees at meetings, study sessions and retreats.
- Supervises departmental personnel directly or through subordinate supervisors as well as hires, rewards, disciplines, promotes and terminates staff employees.
- Administers and enforces the Town's tax ordinances; conducts audits to determine tax liability as required; interprets and explains legal provisions, regulations and procedures relating to taxation requirements.
- Manages utility billing functions of the Town.
- Coordinates the administration of the Town's liability insurance and workers compensation. Works with Risk Manager to evaluate and recommend insurance coverage.
- Manages policies regarding Town-wide purchasing.

This job description indicates in general the nature and levels of work, knowledge, skills, and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.



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- Invests Town funds using the Town's investment policy; maintains an up-to-date and accurate portfolio of all Town investments.
- Works with the Town's independent auditing firm and ensures the annual audit is thoroughly conducted and results are presented to stakeholders.
- Responsible for various financial compliance reporting including IRS, federal regulations, state requirements, bond covenants, arbitrage, etc.; implements accounting methods to ensure compliance with Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB); manage the annual financial audit of the Town's records and transactions.
- Develops and implements sound financial policies to ensure fiscally responsible decisions and guidelines are institutionalized; administer the debt and related legal requirements of the Town.
- Directs the maintenance of a variety of department records and files; issues and preserves official documents and records.
- Attends conferences and meetings to keep abreast of the current trends of the field.
- Manages metropolitan district application and approval process.
- Performs related work as required and assigned.

MINIMUM QUALIFICATIONS:

The ideal candidate will have at minimum a Bachelor's degree in Accounting, Finance, Business or Public Administration. Master's degree is preferred. Five years of progressively responsible fiscal experience with local government and Three years of supervision/management experience. A combination of education and experience may be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Colorado Driver's License and satisfactory driving record
- Must be capable of being bonded
- Certification as a Public Accountant or Public Financial Officer preferred

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Thorough knowledge of the principles and methods of fiscal management, budgetary control and of fiscal accounting principles, practices and procedures. Considerable knowledge of municipal organization including applicable budgetary laws and regulations. Working knowledge of electronic data processing principles, practices, and equipment. Comprehensive knowledge of human resources practices including compensation, benefits, employee relations and governmental compliance.

Skills in: Demonstrated skill in preparing written and verbal reports and projects; Ability to analyze a variety of fiscal problems and make recommendations; Ability to plan, organize, supervise and evaluate the work of others; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, Town officials, other departments, banking and investment officials, and the public.

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Environmental Factors:

Work is performed in a standard office environment. Frequent to constant use of a personal computer. Work may involve competing demands, performing multiple tasks, working to deadlines.

Physical Factors:

While performing the duties of this job, the employee is frequently required to sit for extended periods of time and occasionally lift storage boxes of 20lbs or more.

Reviewed By: Alicia Melendez

Date: September 16, 2020

Print Employee Name: _____

Employee Signature: _____

Date: _____

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