



FINANCE DIRECTOR
\$149,919 - \$209,886

Plus Excellent Benefits

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



WHY APPLY



Situated in the heart of Colorado’s major economic and population centers, the Town of Erie rests on the Boulder-Weld county line just north of Denver and east of Boulder. Surrounded by stunningly beautiful

landscapes and some of the most amazing outdoor recreational opportunities you can find, Erie also offers easy access to Interstate 25, Denver International Airport, and Colorado’s entire Front Range. The Town’s next Finance Director has the opportunity to take a creative approach in developing new forward-thinking processes and to work closely with both internal and external customers to establish the financial future of the Town. This position offers the right candidate an exciting chance to work with and mentor dedicated staff to achieve the Town’s goals, and to provide outstanding customer service. If you are looking for a rewarding career opportunity in a growing community with motivated and professional staff, this is the right position for you!

THE COMMUNITY

Incorporated in 1874, the Town of Erie was established as a coal mining town that today boasts a rich history in one of the fastest growing areas in Colorado. Jumping from 1,200 residents in 1990 to nearly 34,000 residents today, Erie is home to growing families, young professionals, outdoor enthusiasts, and active adults who are drawn to the Town’s panoramic location, scenic trails, championship golf course, and abundance of recreational activities. With more than 340 days of sunshine per year, residents enjoy hiking, mountain and road biking, fishing, boating, kayaking, skiing, golfing, and more.



For those looking to stay inside, the Town has local award-winning restaurants and breweries, small businesses, and major shopping and entertainment establishments within a 15-minute drive. The Town also has an award-winning 63,000 square foot Community Center and a 20,000 square foot Community Library for residents and visitors to enjoy.

While actively growing, Erie provides a genuine small-town feel, a sense of community, neighbors who care, and a contemporary atmosphere with modern amenities and comforting closeness. Having consistently earned numerous “Safest Places to Live in Colorado” and “Best Place to Raise a Family” awards by multiple magazines and websites, and was named “Best Place to Live in Weld County” in 2023.



Town employees enjoy playing an important role in making Erie what it is today, and the Town is proud to host many events and festivals each year to bring the community together including the Erie Town Fair and Hot Air Balloon Festival in May, Juneteenth and Pride in June, Concerts in the Park from July through August, Boo! On Briggs Halloween event in October, and the Holiday Parade of Lights in December.

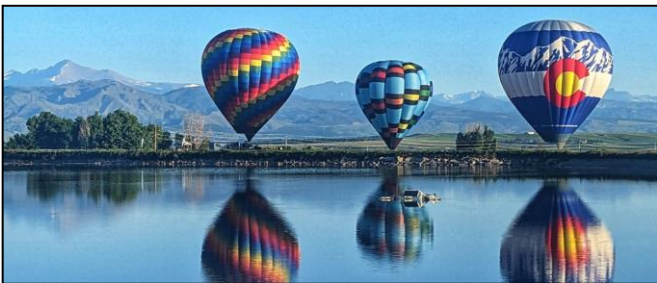
The Town of Erie is serviced by two school districts, Boulder Valley School District and St. Vrain Valley School District, which collectively run two charter schools, two Pre-K schools, five elementary schools, two middle schools, and two high schools in the area. Also, 13 nearby colleges and universities offer world class higher-learning opportunities.

THE TOWN

The Town of Erie is a statutory municipality operating under the Town board/Town administrator form of government. The Town's seven Trustees serve as the legislative and governing body of the Town, while the Town Administrator administers the day-to-day operations. The Mayor serves a two-year term and the six Trustees serve staggered four-year terms. The community has the opportunity to vote on becoming Home Rule this fall 2023 which would change some of the operations of the Town. Erie currently provides a full range of services including Administration, Communications, Human Resources, Information Services (IT), Finance, Public Works, Planning and Development, Police and Courts, Parks and Recreation, and Economic Development. There are currently 249 full-time employees and part-time employees, and the Town operates on an annual budget of \$248,267,587.

THE DEPARTMENT & POSITION

Operating on an annual budget of \$800,000, excluding debt management with 14 FTEs, the Finance Department is comprised of four basic divisions: Accounting/Operations (7 FTE), Budgeting (2 FTE), Grant Management (2 FTE), and Utility Billing (3 FTE). The Finance Director will lead a high-functioning team of professionals who act as the backbone of local government. The Finance Department manages the organization's budget, oversees an audit of spending each year, completes payroll for all employees over 26 pay periods per year, pays invoices for service and equipment needed to run the Town, manages a grants application and management process, engages one-on-one with the public to administer utility payments, and more! The Director will provide stable and inspiring leadership to this crucial team and will be the liaison to the Board of Trustees for all things related to finance and budget. For the full job description, please view the attachment found [here](#).



OPPORTUNITIES & CHALLENGES

Implement Successful Budget System: Erie has been growing rapidly as a community and the Town government has grown to support those service needs. With that growth comes the need for more detailed and efficient software and processes. The Town has switched to using Questica over the last two years, but it has not been embraced organizationally. The incoming Director will be responsible for completing the transition from spreadsheets to Questica or a similar program and ensure that the Town fully commits to make the budgeting process more effective and efficient.

Expense Tracking Upgrades: Similar to the need for efficient budgeting software, the Town must implement appropriate finance/accounting software to accurately track expenses and to more efficiently track clients which the Town regularly pays. The Director will ensure all systems are intended for an organization of the current size that will continue growing as the population grows.

Regional Collaboration: The Finance Director will work regularly with the state and with other counties, cities, and assessor's offices to develop best practices within the department. The goal will be to ensure the Town of Erie Finance Department is providing quality services that meet the needs of the Town's partner governments.

Customer Service Oversight: The character and drive of town employees has been instrumental in creating a highly functioning organization that has established an outstanding reputation for excellent customer service, both internally and externally. The new Finance Director will work with internal and external stakeholders, including the Town Administrator, Deputy Town Administrator, Town Attorney, Department Heads, and the Board of Trustees get input, adjust to the Town's needs, and consistently provide the highest quality customer service possible.

Organizational Development: The Finance Director will directly supervise the Accounting, Budgeting, and Grants managers. This will provide an excellent opportunity for the Finance Director to build a team atmosphere, coach and mentor employees, and implement cross-training within the department. As the department grows, organizational development and establishing expectations for change will be imperative for the team's success.

UPCOMING PROJECTS

Potential Home Rule Implementation: This fall, Erie voters will determine whether the Town will change from a Colorado Statutory municipality to a Home Rule municipality. This would include many changes, but one of the major financial issues will be the collection, analysis, and administration of local sales tax revenue. The transition from state-managed to local-managed sales tax with corresponding issues (bag fees, business licenses, etc.), will require selecting new staff and developing policies and procedures.

Forecasting: Short- and long-term financial forecasting is very important in a municipality such as Erie where growth is exponential, and the organization has multiple development and URA revenue sharing agreements. The current forecasting models will benefit from a different perspective and more depth.

Expansion of Facilities: Financing is needed for significant renovation, expansion, and construction of Town facilities which includes Erie Town Hall, the Erie Police Station, LAWSC, and a new Performing Arts Center. This may require placing a bond measure(s) on the November 2024 ballot.

Economic Development: Some secondary financial and fiscal projects associated with Town growth includes, but is not limited to:

- Development of financing plans to meet the Town’s facility needs, including possible new tax requests and debt issuance.
- Creation and analysis of new utility tap fees as well as new utility rates to meet growing infrastructure needs.
- Acquiring additional real property in catalytic economic development sites to incentivize new development activities.
- If Home Rule is approved, evaluation of new Town revenue sources and sales tax incentive programs to support growth.
- Management of five (5) existing Urban Renewal Plan Areas (URA), including regular monitoring, administration and implementation of active Public Finance and Development agreements and Tax Increment Financing (TIF) Reimbursement Agreements.
- Development of possible new significant Urban Renewal Area (URA) program and financing.



Efficiencies: The department will be developing a new banking contract and with that will come the opportunity to implement some efficiencies that need to include lock box utility payment processing and other improvements.

IDEAL CANDIDATE

Education & Experience:

The ideal candidate will have at minimum a bachelor’s degree in accounting, finance, business, or public administration. A master’s degree in a related field and a Certification as a Public Accountant or Public Financial Officer is preferred. Candidates must have a minimum of five years of progressively responsible fiscal experience with local government and three years of supervision/management experience. Any combination of education and experience that allows the candidate to perform the duties of the position may be considered. Candidates must be capable of being bonded and have a valid Colorado driver’s license and satisfactory driving record by time of hire, or the ability to obtain one within six months.



Necessary Knowledge, Skills & Abilities:

- Good interpersonal skills and habits. Ability to provide excellent customer service and interact tactfully, professionally, and courteously with residents and other members of the public, in addition to other Town employees. Ability to maintain confidentiality and handle confidential issues with tact and discretion.
- Thorough knowledge of the principles and methods of fiscal management, budgetary control and of fiscal accounting principles, practices, and procedures.
- Must possess excellent verbal and written capabilities. Ability to write reports, business correspondence, and procedure manuals. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to operate general office equipment including personal computers, calculators, copy machines, cash collection terminals and folder/inserters. Advanced Excel skills required. Computer literacy in Word. Working familiarity with ERP and other complex systems.
- Experience and ability in supervising, training, and motivating staff.
- Ability to analyze a variety of fiscal problems and make recommendations, and plan, organize, supervise, and evaluate the work of others.
- Ability to establish and maintain effective working relationships with employees, Town officials, other departments, banking and investment officials, and the public.
- The ideal candidate will be forward-thinking, have diverse financial experience, and continually strive to provide the best customer service possible.

COMPENSATION & BENEFITS

- **\$149,919 - \$209,886 DOQ**
- Robust Medical, Dental and Vision plans including spouse, domestic partner, and family coverage options.
- Supplemental Accident, Critical Illness and Hospital Plans.
- Employer paid Basic Life/AD&D.
- Voluntary Life/AD&D.
- Employer paid Short Term Disability.
- Employer paid Long Term Disability.
- 12 Weeks Paid Parental Leave
- Employer paid Employee Assistance Program.
- Retirement plan with a 5% employer match and immediate 100% vesting in your deferral contributions AND employer contributions.
- 3 ½ Weeks of Paid Time Off per year (increases with years of service). 40 hours pre-loaded PTO at time of hire.
- 15 Paid Holidays.
- Robust extended sick leave and family sick leave program
- Employer sponsored wellness program, including employee-based fitness classes.
- Education reimbursement up to \$2,000 per year.
- Free membership to the Erie Community Center.
- Pet Insurance.
- Employee Discount Program through Benefits Hub.

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



The Town of Erie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 17, 2023** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to **www.prothman.com** and click on "**Open Recruitments**" followed by "**Finance Director – Town of Erie, CO**" and follow the directions provided, or please [click here](#).



www.prothman.com

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