



ERIE
COLORADO

ACCOUNTING MANAGER

\$88,103 - \$123,345

Plus Excellent Benefits

Apply by

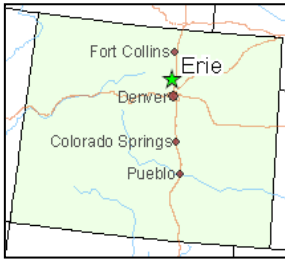
February 9, 2020

(First Review, Open Until Filled)

***P*ROTHMAN**



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 70, Denver International Airport, and Colorado's entire Front Range.

As a newly created position within the Finance Department to support the Town's rapid growth, the Accounting Manager has the opportunity to coach and mentor five staff members who are working as a team for the first time, bringing the department to the next level. This position offers the right candidate an exciting chance to work with internal staff to achieve the Town's goals, and to providing outstanding customer service.

If you are looking for a rewarding career opportunity that offers independent judgement in a growing town 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 30,000 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, residents enjoy a high quality of life in a safe and vibrant town. 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, Tails and Ales in June, Concerts in the Park from July through August, and the Country Christmas 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 2 charter schools, 2 Pre-K schools, 5 elementary schools, 2 middle schools, and 2 high schools in the area. As well, 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 serves as the legislative and governing body of the Town, while the Town Administrator administers the day-to-day operations of the Town. The Mayor serves a two-year term and the six Trustees serve staggered four-year terms.

The Town currently provides a full range of services including Administration, Human Resources, Information Services (IT), Finance, Public Works, Planning and Development, Police and Courts, Parks and Recreation, and Economic Development. The Town currently has 172 full time employees and operates on an annual budget of \$137,000,000.

THE DEPARTMENT & POSITION

Operating on an annual budget of \$900,000 with 8 FTEs, the Finance Department is comprised of an Accounting division and a Finance division. The Accounting Division maintains the Town's accounting system, which includes accounts payable, bank reconciliation, cashier duties, maintaining the general ledger, payroll, and utility billing.



The Department is also responsible for answering and directing incoming calls to the Town of Erie, overseeing the annual audit, which is performed by an independent certified public accountant, preparing the annual budget, and tracking fixed assets.

Working under the general supervision of the Finance Director, the Accounting Manager oversees day-to-day accounting and utility billing activities, and applies generally accepted accounting principles as they apply to governmental entities in a variety of both routine and advanced situations. The Accounting Manager supervises five clerical, technical, and administrative staff within the Finance Department.

Other Responsibilities Include:

- Responsible for all aspects of the Town's cash receipts, purchasing, accounts payable, payroll and capital asset activities. (Note: Payroll activities are coordinated with the Town's Human Resources department.)
- Generates highly complex general ledger journal entries for review and approval of the Director of Finance.
- Compiles data for and prepares reports for other departments, the Town Administrator and the Board of Trustees. Participates in a wide variety of projects.
- Prepares a draft of the comprehensive annual financial report for review and approval by the Director of Finance. In coordination with the Director of Finance, oversees audit activities with the external auditor.
- Continuously assesses the internal control environment, recommending and implementing appropriate controls to help ensure safety of the Town's financial assets. Similarly, continuously reviews procedures for potential improvements, implementing same where appropriate.
- Oversees all aspects of the utility billing process and customer account maintenance. Researches and recommends improvements in billing technologies and high-quality customer service.
- Maintains detailed financial records of all revenue billed and collected for water, wastewater and storm drainage accounts; prepares statistical and/or analytical reports on operations as appropriate; oversees and performs special account research and analysis; prepares and updates informational materials for the public related to utility billing programs.

- Handles and resolves the most technical or complex customer services issues. Responds to common inquiries or complaints from customers and serves as final point of escalation of such complaints where an investigation of utility billing discrepancies may be required.
- Hires, supervises, trains, coaches and evaluates assigned staff. Plans and organizes workloads and staff assignments. Maintains efficient, effective, and consistent customer and administrative services and evaluates effectiveness in meeting established standards.
- Interacts extensively with other departments.
- Responsible for the Finance and Utility Billing pages of the Town's website.
- Provides routine administrative support as may be required and ensures compliance of Town of Erie policies and procedures.

OPPORTUNITIES & CHALLENGES

Customer Service: The character and drive of town employees has been instrumental in creating a high functioning organization that has established an outstanding reputation for excellent customer service, internally and externally. The new Accounting Manager will need to actively work with internal and external stakeholders, get input, adjust to people's needs, and consistently provide the highest quality customer service possible.

Developing New CAFR System: The Town operates a CAFR system that is historically built on spreadsheets. The new Accounting Manager will have the opportunity to create a new CAFR process by researching and implementing automated tools that will improve the availability and accuracy of financial management information.

Coaching and Mentoring: The Accounting Manager will supervise five employees who will be working as a team for the first time. This provides an excellent opportunity for the new Accounting Manager to build a team atmosphere, coach and mentor employees, and implement cross-training within the department.

Moving Up Within the Department: The Finance Director has discussed potentially retiring in roughly 5 years. The Accounting Manager will have the opportunity to grow within the department and could be considered for the position in coming years. A CPA will be required for moving up in the department.

IDEAL CANDIDATE

Education & Experience:

A bachelor's degree in accounting, finance or a related field, and five years of experience in a progressively responsible finance environment is required. The ideal candidate will be a CPA and have six years of professional level accounting work. Candidates must be able to obtain a valid Colorado Driver's License and have a satisfactory driving record by time of hire.

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.
- Strong accounting skills, with good working knowledge of governmental accounting practices and procedures preferred. Strong analytical skills, including the ability to identify trends and anomalies in data and interpret their meaning.
- Familiarity with statutes, regulations, and policies related to fund accounting, Fair Labor Standards Act, municipal procurement, and local ordinances and policies.
- Ability to exercise considerable initiative and sound judgment in a positive and constructive way; plan, organize and assign work of subordinate staff.
- 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.
- The ability to say "no" in a respectful way and communicate an explanation for the decision.
- The ideal candidate will be a trusted advisor who has good judgment, enjoys serving, and is willing to learn new things.

COMPENSATION & BENEFITS

- **\$88,103 - \$123,345 DOQ**
- Robust Medical, Dental and Vision plans including spouse, domestic partner and family coverage options
- Employer paid Basic Life/AD&D
- Voluntary Life/AD&D
- Employer paid Short Term Disability
- Employer paid Long Term Disability
- Employer paid Employee Assistance Program
- Retirement plan with a 5% employer match with immediate 100% vesting in your deferral contributions AND employer contributions
- 3 ½ Weeks of Paid Time Off per year (increases with years of service)
- 13 Paid Holidays
- Robust extended sick leave and family sick leave program including parental leave for birth and bonding
- 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



Please visit:
www.erieco.gov



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The Town of Erie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **February 9, 2020** (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 "**Accounting Manager – Town of Erie, CO**" and follow the directions provided, or please [click here](#).

PROTHMAN

www.prothman.com

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