



**ERIE**  
COLORADO

## **FINANCE MANAGER**

**\$88,103 - \$123,345**

*Plus Excellent Benefits*

*Apply by*

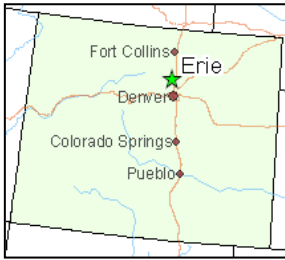
**February 9, 2020**

*(First Review, Open Until Filled)*

***PROTHMAN***



## 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 Finance Manager 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 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 Finance Division is currently comprised only of the Finance Manager. Over time, the Finance Division will grow, and the Finance Manager will oversee other employees within the division. 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 Finance Manager coordinates the Town's annual operating and capital budgets, assists with long-term forecasting, conducts cash flow forecasting and assists with treasury management, provides economic development and urban renewal authority support, tracks developer commitments, and oversees sales and property taxes. While this position will not initially have any staff reporting to it, it is anticipated that over time staff will be added to this area, under the supervision of this position.

### Other Responsibilities Include:

- Administering the annual and supplemental budget processes. Coordinates with and assists other departments regarding budget and related accounting issues. Prepares budget reports and schedules for presentation to Town management and to the Board of Trustees. Suggests improvements to the budget process on an ongoing basis.
- Prepares periodic financial reports, including monthly revenue and expense budget variance analysis and investment reports. Reviews reports for accuracy and validity and submits to the Director of Finance for review and approval.
- Initiates, directs, and assists in the preparation, monitoring and management of the capital improvement plan.
- Assists in the preparation of multi-year financial forecasts for all budgeted funds. Provides both short and long-term forecasting, identifying areas of concern and recommending actions to alleviate potential adverse issues.
- Manages developer commitments for letters of credit and surety process.
- Develops and maintains cash-flow forecasting process. Assists Director of Finance in investing the Town's pooled cash and investments.

- Verifies accuracy of property tax records and sales tax revenue on an ongoing basis; works with the State and Boulder and Weld counties as needed to address discrepancies.
- In coordination with the Economic Development department, provides support by analyzing the economic and fiscal impacts, as well as the risks and uncertainties, associated with proposed economic development plans, strategies or individual projects. Assists in creating or updating economic development strategies, analyzing financial incentive tools and policies for their use, analyzing and/or assisting with creation of individual development proposals, and monitoring compliance with ongoing development agreements.
- Develops and implements system for reporting financial data to increase transparency.
- Provides support for urban renewal authority (URA) activities, including verifying accuracy of property records within URA boundaries, monitoring property value changes for properties within URA boundaries, verifying accuracy of tax increment/tax sharing revenues received, and participating in new URA project discussions and processes.
- Coordinates utility rate studies and impact fee studies during the required timeframes in cooperation with the Accounting Manager and staff from other departments.
- Interacts extensively with other departments.
- Provides routine administrative support as required and ensures compliance with 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 Finance 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 Budget System:** The Town operates a budget system that is historically built on spreadsheets. The new Finance Manager will have the opportunity to create a new budget process by researching and implementing automated budget tools that will improve the availability and accuracy of financial management information.

**Tracking Expenses and Clients:** The support systems such as software used by the Finance Department are ready for an in-depth review and a plan for improvements. The Finance Manager will be tasked with implementing a new, automated systems to track current expenses and developer progress in Town projects.

**Ability to Work Independently:** The Finance Manager will navigate externally, working with other counties, cities, and assessors to develop best practices within the department and ensure the finance department is providing quality services that meet their needs.

**Moving Up Within the Department:** The Finance Director has discussed potentially retiring in roughly 5 years. The Finance 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 and forecasting skills, including the ability to identify trends and anomalies in data and interpret their meaning.
- 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.
- Experience developing a traditional Capital Improvement Plan and assisting in financial analysis.
- A willingness to make site visits, analyze what works and what does not, and take the lead in implementing necessary changes.
- The ideal candidate will be forward thinking, have diverse financial experience, and continually strive to provide the best customer service possible.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

**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](http://www.erieco.gov)**



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](http://www.prothman.com)** and click on "**Open Recruitments**" followed by "**Finance Manager – Town of Erie, CO**" and follow the directions provided, or please [click here](#).



**[www.prothman.com](http://www.prothman.com)**

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