



ERIE
COLORADO

FINANCE DIRECTOR
\$127,072 - \$177,901

Plus Excellent Benefits

Apply by
October 25, 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. The City'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 providing outstanding customer service. If you are looking for a rewarding career opportunity 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 Finance Division is currently comprised only of the Finance Manager, though the division is anticipated to grow in the near future. 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 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 broad policy guidance and direction of the Town Administrator, the Finance Director performs executive level administrative and professional work in planning, organizing, coordinating, and managing the operations and functions of the Finance department. For a full job description, please view the attachment found [here](#).

OPPORTUNITIES & CHALLENGES

Developing New Budget System

The Town operates a budget system that is historically built on spreadsheets. The Finance Director will have the opportunity, along with the Finance Manager 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 Director will be tasked with overseeing the implementation of new, automated systems to track current expenses and developer progress in Town projects.

Ability to Work Independently

The Finance Director 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.

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 Director will need to actively work with internal and external stakeholders, including the Town Administrator, Deputy Town Administrator, Department Heads and Board of Trustees get input, adjust to the Town's needs, and consistently provide the highest quality customer service possible.

New Projects in 2021

The Finance Director will be in charge of long-term finance planning, as well as tax collection for the Town of Erie. This will also require the Finance Director to work with assessors for the two counties who will be assisting with these projects. The Finance Director will also need to work seamlessly with various department directors to create an established long-term financing plan. Additionally, the Finance Director will be tasked with implementation of the new water rate study and completing a utility rate study. As the Town begins to collect revenue from the various Urban Renewal Authorities, the Finance Director will need to create a system for tracking, reimbursing, and anticipating future.

Coaching and Mentoring

The Finance Director will supervise the Accounting and Finance Manager's which are relatively new positions. This provides an excellent opportunity for the Finance Director to build a team atmosphere, coach, and mentor employees, and implement cross-training within the department.

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 (5) years of progressively responsible fiscal experience with local government and three (3) 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 6 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

- **\$127,072 - \$177,901 DOQ**
- Robust Medical, Dental and Vision plans including spouse, domestic partner, and family coverage options
- Supplemental Accident, Critical Illness and Hospital Aflac Plans
- 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 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)
- 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

The Town of Erie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **October 25, 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 "**Finance Director – Town of Erie, CO**" and follow the directions provided, or please [click here](#).



www.prothman.com

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