



**TOWN OF PALISADE, COLORADO**

**JOB OPENING: FINANCE DIRECTOR**

**SUBMIT RESUMES AND QUESTIONS TO:**

Town Manager [jhawkinson@townofpalisade.org](mailto:jhawkinson@townofpalisade.org)

Janet Hawkinson, MLAP – 970-296-0468 c

**ACCEPTING APPLICATIONS UNTIL:**

**January 18, 2023**

**JOB DESCRIPTION:** Manages the Town's Finance Department including financial planning; financial operations (accounting, financial reporting, payroll and procurement), and risk management. Performs complex, professional accounting work including grant, debt and improvement programs, budgeting, financial reporting and general ledger maintenance. Also serves as the contract administrator for trash collection services and internal information technology services.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field and a CPA – Certified Public Accountant. Prefer Master's Degree in Accounting or Finance, Master of Public Administration, or MBA. Six years of progressively responsible related experience with three years at a senior level. Any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

**SALARY RANGE:** Full time position – 40 hours a week – depending on qualifications \$75,000- \$85,000, includes health insurance and retirement benefits.

**ACCOUNTABILITY:** Works under the direction of the Town Manager. Exercises supervision over all employees in the Finance Department.

**EQUIPMENT USED:** Computer; typewriter; calculator; telephone; copy and facsimile machines.

**ENVIRONMENT:** Inside: 100% Outside: 0%

**DUTIES AND RESPONSIBILITIES:**

Responsible for accounting functions related to general ledger, accounts receivable, accounts payable, payroll, liability payments and reporting.

Prepares: W-2s, W-3s, Form 1096, Form 1099, Bi-Weekly 941 deposits & Quarterly Forms 941, Bi-Weekly Fire and Police Pension reporting and deposits, Monthly DR-1094W, Monthly ICMA Retirement Deposits & Reports, Quarterly Colorado Unemployment Report

Responsible for timely debt payments; completes required state and federal reports.

Reconciles all cash and investment accounts of the town and makes appropriate general ledger journal entries.

Maintains accounting records in accordance with applicable laws, regulations and generally accepted principles.

Prepares and analyzes town and departmental financial statements; reconciles accounts and prepares corrective journal entries where required. Prepares monthly financial reports, trial balances in all funds, and end of year reports.

Creates, implements, and supervises compliance with internal controls over financial reporting, operations, and communication.

Oversees internal and external Town audits.

Maintains accounts receivables on billings that are not handled by EMS billing

Prepares financial documents, exhibits, statistical summaries, and other materials for a variety of purposes including inclusion in the town's annual financial report;

Monitors and analyzes department budgets; identifies potential budgetary concerns; and informs Town Manager and Department Heads of same.

Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the Town.

Works with the Town Manager in the preparation and administration of the annual budget. Attends budget committee meetings; reviews budget requests for accuracy and completeness; consults with department heads regarding their operating budgets

Advises Town Manager on financial matters concerning the day-to-day operation of the Town as well as insurance matters, purchasing, personnel and employee benefits.

Oversees, motivates, and evaluates Finance staff to: collectively achieve the department's mission, achieve their individual goals, and foster leadership development throughout the department.

Keeps informed of new trends, developments, laws, and regulations impacting the activities of the Finance Department.

Oversees town's information technology infrastructure maintenance, replacement, and enhancements.

Provides recommendations to the Town Manager on strategic direction of fiscal policies that will maintain and enhance the financial health of the Town.

Administers the garbage collection contract for the Town.

Maintains confidentiality regarding records of the Town and personnel records.

Establishes and maintains a working environment conducive to positive morale, quality, creativity, and teamwork.

Performs other related duties as required.

**OTHER REQUIREMENTS:**

Knowledge of municipal accounting and auditing including enterprise funds; Considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of principles and practices of municipal finance administration including budget preparation.

Knowledge of statistical methods.

Knowledge of economics.

Knowledge of financial system design and analysis.

Knowledge of principles of supervision and management, including participative management.

Ability to apply sound administrative and fiscal practices.

Ability to write clear, comprehensive explanatory texts to accompany financial reports.

Ability to develop manual and computerized financial systems.

Ability to prepare accounting/financial data projections.

Ability to present ideas effectively orally and in writing.

Ability to supervise the work of departmental staff in coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances.

Ability to establish and maintain effective working relationships with staff, other Town employees/ departments, Town officials, and the public.

Skill in effective, clear, and persuasive oral and written communications about the Town's finances to individuals and groups.

Ability to act as a staff advisor to the Town Manager.

A thorough understanding of current personnel management issues and practices.

Understanding of the Town's political environment and sensitivities; ability to function effectively within that environment.

FLSA: Exempt