

**FINANCE SUPERVISOR (PART TIME)
TOWN OF COLUMBINE VALLEY, COLORADO**

BACKGROUND

The Town of Columbine Valley is nestled along the Platte River in the south-Denver metro area. Established in 1959, the Town is comprised of approximately 550 homes surrounding the Columbine Country Club. The Town staff is small but very effective, dedicated to providing high-quality service and deliverables to a population of just over 1,300 people.

POSITION DESCRIPTION

Under the general direction and Supervision of the Town Administrator, the Finance Supervisor serves as the Town's Financial Officer. The role is responsible for planning and oversight of all Town financial affairs including the partial supervision of the Manager of Support Services (finance functions). The Finance Supervisor operates under State laws and Town ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The organization retains the right to modify or change the duties or essential functions of the job at any time.

- Oversees and coordinates the preparation and assembly of the budget document.
- Establishes financial controls and prepares financial reports and analyzes for accounting and operational management purposes including monthly budget status reports.
- Plans, develops, implements and administers the Town's cash management and investment program in accordance with applicable State law and the Town's adopted policy.
- Coordinates the development and implementation of new/improved financial software applications to ensure maximum benefit and use.
- Forecasts Town revenues, expenditures and year-end fund balances. Prepares long-range financial projections of the Town's General, Capital and other Funds as required and/or needed.
- Provides advice and recommendations regarding Town financial affairs to the Board of Trustees and Town Administrator.
- Recommends administrative, organizational and policy improvements with department and Town-wide implications.
- Prepares a variety of reports which may include annual financial reports, and other reports required by law.
- Directs and/or reviews the work of financial consultants for auditing, analysis, fee determination and related matters.

- Develops strategic financial plans for all Town Funds for consideration by the Board of Trustees and Town Administrator.
- Attend occasional early morning, night and weekend meetings and occasionally represent the Town at state and regional meetings and conferences.
- Performs special projects as assigned by the Town Administrator.

QUALIFICATIONS AND JOB REQUIREMENTS

- B.A or B.S degree from an accredited college or university required, preferably in Accounting, Public Administration, or Business Administration. Designation as a Certified Public Accountant or Certified Public Finance Officer is preferred.
- 3+ years of relevant professional work experience, public sector experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of municipal finance administration including budgeting and reporting, the laws governing municipal finance administration, municipal debt administration, budget preparation, revenue forecasting, budget and personnel management, and other finance functions including payroll, accounting and purchasing
- Demonstrated skills in coordinating complex functions such as annual budget preparation, annual financial audit, etc.
- Ability to analyze fiscal data and draw logical conclusions, communicate effectively in writing and orally and develop cooperative working relationships with Town staff and elected officials.
- Ability to lead budget presentations using a variety of aids (PowerPoint), to large and small groups and to the Board of Trustees.
- Customer service experience with demonstrated ability to effectively assess customer's needs, quickly respond, problem solve and solution provider required.
- Intermediate to advanced familiarity with MS Excel and Microsoft Office Suite, QuickBooks, and other special computer applications as required; and the ability to learn new technology/software quickly a must
- Ability to prioritize work, handles multiple tasks simultaneously, set goals and enforce deadlines, while maintaining flexibility to reassess and re-prioritize.
- Ability to maintain confidentiality and discretion in sensitive matters
- Able to influence, build trust, and manage conflict.
- Ability to interact effectively as a team member and independently with Town staff and with a diverse client base.

LICENSES AND CERTIFICATES

- Valid Colorado driver's license within 3 months of hire
- Must provide finger prints and pass background check
- Notary Public within 6 months of hire
- Must be bondable

WORKING CONDITIONS AND PHYSICAL EFFORT

Mobility to work in a typical office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 25 pounds; vision to read printed materials; and hearing and speech to clearly and effectively communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

COMPENSATION

This is a part-time role (average of 20-30 hours per month). The compensation for this position is based on qualifications.

The Town of Columbine Valley is an equal opportunity employer. Discrimination does not occur against an employee or application on the basis of race, creed, color, age, sex, national origin, marital status, sexual identity, sexual orientation, religious or political affiliation, disability or any other classification considered discriminatory under applicable law.

This job description does not constitute an agreement between the Town and an individual and is subject to change by the Town as the needs of the Town and requirements of the job change.