

Finance Director Open Position

The Town of Center is seeking a FULL TIME Finance Director. Qualified applicant will have knowledge of;

Fiscal Management

Plans, directs, organizes and reviews general procedures of fiscal management including accounting, budgetary control, revenue collection, special assessments, investment programs, purchasing, and budget preparation. Develops and institutes systems, operations and procedures relative to fiscal control programs, drafts and issues departmental rules/regulations; implements directives from the Town Administrator. Works with Town Administration to prepare annual financial report. Prepares monthly financial reports and updates. Reviews and analyzes monthly and annual financial reports. Manages the Town's enterprise funds of Gas, Electric, Water, and oversees the management of the wastewater facility finances per the intergovernmental agreement with the Sanitation District.

Budget

Prepares annual budgets and supplemental appropriations. Reviews expenditures and budget appropriations; makes adjustments resulting from budget revisions; prepares reports that serve as a basis for budget requests; analyzes cost of operations; develops annual and long range budgets; confers with the Town Administrator and Department Heads in the solution of budgetary and fiscal problems, preparation of cost estimates and resolution of related issues

Minimum Qualifications

The ideal candidate will have at minimum a Bachelor's degree in Accounting, Finance, 3-4 years of progressively responsible fiscal experience with local government. A combination of education and experience may be considered. Knowledge in governmental accounting preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Colorado Driver's License and satisfactory driving record. Must be capable of being bonded. Certified Public Accountant preferred.

BENEFITS INCLUDE

Paid health and life insurance for employee. Competitive vision and Dental plans. IRA match available. \$55,000 to \$65,000 DOQ and experience.

For a complete job description and application please go to www.centerco.gov. The deadline for applications is December 31, 2020. You can email your resume to brian@centerco.gov attn. Finance Director or mail to PO BOX 400 Center CO 81125.