



**DEPUTY DIRECTOR OF FINANCE  
City of Greeley, CO**

# About Greeley, Colorado

Established in 1870, Greeley became a Home Rule City in 1958 and operates as a Council-Manager form of government. The county seat of Weld County, Greeley lies 30 miles east of the front range of the majestic Rocky Mountains near the confluence of the Cache la Poudre and South Platte Rivers and 52 miles northeast of Denver.

**Education, Commerce, and Community Excellence.** Greeley thrives as the education, trade, transportation, cultural, and marketing center of Weld County. It's one of the top ten most prosperous and productive agricultural counties in the U.S. and leads the State of Colorado in oil and gas production. With an estimated population of 108,000, the City covers an area of 46.4 square miles at an elevation of 4,658 feet. Greeley enjoys a rich cross-section of cultures and ethnicities with approximately 40% of the community identifying as Latinx and many other immigrant families from across the globe, offering a variety of marketplace and cultural experiences. Greeley is home to both the University of Northern Colorado (UNC), the third-largest university in Colorado, and Aims Community College. In addition to investments in education, there is a deep commitment to achieving community excellence by fostering economic opportunities, expanding educational partnerships, enhancing quality of life, cultivating a sense of belonging, promoting talent and workforce development, enhancing transportation and mobility systems, and providing sustainable infrastructure to serve Greeley's future.

Greeley is home to a diverse mix of industries - from food processing, agricultural innovation, health care, and energy to breweries, entertainment, hospitality, and destination shopping. Greeley boasts an eclectic and diverse economy and community character that is vibrant, dynamic, and rich with creative industries and individuals. The city is home to a mix of generations and corporate citizens who provide inspired leadership, community support, and skilled-labor jobs that pay competitive salaries.

**Arts and Culture.** Greeley offers some of the most diverse arts, music, and cultural events in the region and is one of the State's Certified Creative Districts. Performances produced by UNC's nationally acclaimed College of Performing and Visual Arts, the Greeley Chorale and the Greeley Philharmonic Orchestra, one of the longest continually operating orchestras west of the Mississippi, are just a few examples of the superb cultural offerings of the community. The City's Cultural Affairs Division manages the 1700-seat Union Colony Civic Center, art shows, movies, performances, festivals, farmers' market and the City's Public Art program. Greeley is also home to favorite community events such as the Greeley Stampede, Arts Picnic, Friday Fest, Monster Day, the Multi-cultural Festival, OktoBREWfest, and so much more.

**Parks, Recreation and Mountain Access.** With a plethora of parks and facilities encompassing over 650 acres, the recreational amenities in Greeley are endless. The city's golf courses, recreation centers, swimming pools, fields and courts, skate parks, playgrounds, fishing ponds, picnic areas, and open space create a community rich with options for sports and outdoor fun. Residents get to experience even more time outdoors on biking and hiking trails along the Cache la Poudre River and throughout the community. As the 'front porch to the Front Range,' Greeley's connection to the outdoors extends to the plains and mountains with easy access to diverse outdoor experiences from the Pawnee National Grassland on the east to Rocky Mountain National Park to the west and everything in between all less than 50 miles away.



## The Organization

Home Rule Municipality that is self-governed under the State of Colorado Constitution, Greeley operates under a Council-Manager form of government with seven elected officials on the Council, including the Mayor. Under this form of government, the City Council sets the policies for the operation of the Greeley government while the council-appointed City Manager has administrative responsibilities for city operations.

The City has a total 2023 budget of \$511.4 million and a staff of approximately 1079.75 full-time equivalent positions.

## The Position

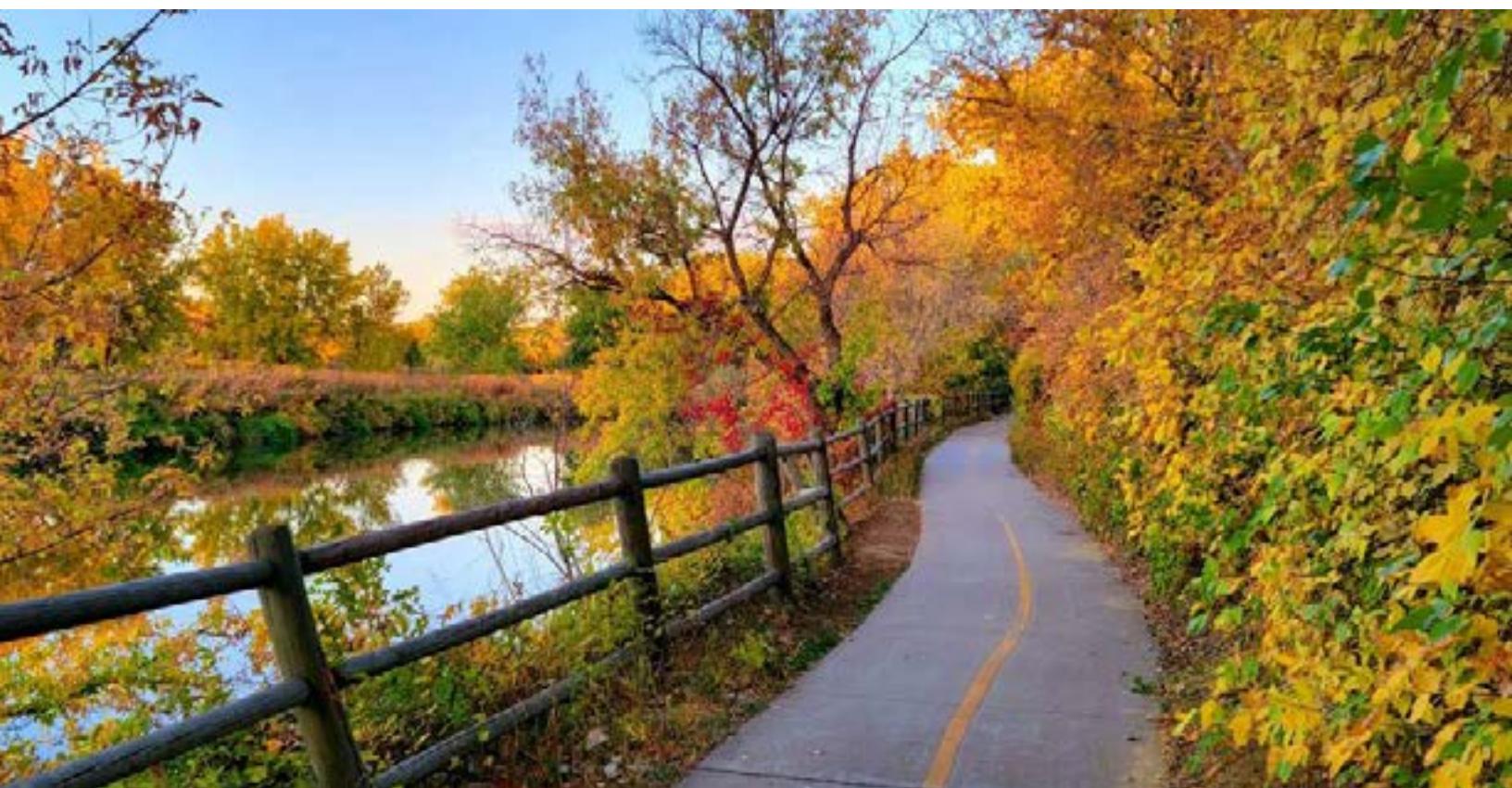
The Deputy Director of Finance manages the accounting division which includes grants and special revenues, accounts payable, cash receipts, accounts receivable, capital assets, and general ledger transactions and reporting. The Deputy Director of Finance ensures appropriate accounting records are maintained and oversees the annual audit and oversees the work of the Accounting Manager – General Ledger, the Accounting Manager – Accounts Payable and Receivable, and the Grants and Special Revenues Manager. The Deputy Director of Finance reports to the Finance Director.

## Experience and Education

Qualified candidates will have a Bachelor's degree in accounting or a related field, in addition to five (5) to seven (7) years' experience in accounting or related field with specialized knowledge of local government accounting, and at least three (3) to five (5) years supervisory experience; certification as a Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is highly preferred.

# Essential Functions and Responsibilities

- Plans and conducts the annual financial audit, which requires developing and maintaining a written plan for completing the audit in a timely manner.
- Coordinates the process for monthly and year-end close procedures, which requires developing and maintaining a check list of all items that should be reviewed, entries that must be made, and work papers that must be prepared for documentation.
- Reviews all monthly and year end work papers, entries, and financial statements.
- Assists external auditors during the annual audit, which includes providing explanations for various accounting policies, procedures and specific questions relating to items recorded and reported in various funds.
- Prepares all sections of the annual comprehensive financial report (ACFR): transmittal letter, management discussion and analysis, statements, notes, and schedules.
- Monitors and reviews all general ledger and financial transactions for accuracy.
- Ensures bank reconciliations are completed in a timely manner.
- Ensures capital assets are recorded properly.
- Ensures financial reporting periods are closed in a timely manner.
- Ensures balance sheet accounts have proper documentation.
- Maintains existing accounting policies and procedures and recommend improvements.
- Administers special assessment and general improvement districts.
- Supervises the work of the professional staff in the accounting area.
- Stays current on Governmental Accounting Standards Board (GASB) pronouncements and implements any required changes.
- Stays current on Federal, State, and Local legislation and implements any required changes.



# Knowledge, Skills, and Abilities

- Knowledge of GASB statements and the ability to implement changes, when required.
- Knowledge of generally accepted accounting principles (GAAP).
- Understanding of generally accepted auditing standards and government auditing standards
- Knowledge and experience in financial software systems, grant software; Microsoft Office Suite (e.g., Word, Excel, PowerPoint, Outlook); Adobe Acrobat, copier, printer, fax, scanner
- Knowledge of the business and organizational structure of Colorado municipalities
- Knowledge of the financial structure and systems of Colorado municipalities
- Knowledge of accounting principles, processes, and best practices
- Knowledge of treasury and investments laws, regulations, and best practices
- Knowledge of Securities and Exchange Commission (SEC) documents and financial terminology
- Ability to solve a wide variety of complex accounting problems and propose and implement resolutions.
- Ability to prepare and present financial analyses, schedules, and plans to a variety of audiences.

## Ideal Candidate

The ideal candidate will have demonstrated experience in finance or accounting, preferably within a municipal or public sector setting that includes grants, accounts payable, cash receipts, accounts receivable, capital assets, financial reporting, and audits. The ideal candidate should have a strong understanding of governmental accounting standards, practices, and regulations, proficiency in using financial software and other relevant computer applications, and a solid understanding of local, state, and federal laws and regulations pertaining to municipal finance.

The ideal candidate will have the ability to develop and maintain effective working relationships with city officials, department heads, staff, and the community. This person needs to have a high level of integrity and professionalism, strong organizational and multitasking skills, and a solution-oriented mindset with the ability to think critically and make informed decisions. The ideal candidate needs to be able to align with the city's values, mission, and vision, and work collaboratively across departments contributing to a positive organizational culture.

# Salary

The City of Greeley is offering a competitive hiring range between \$131,700 – \$184,400 and a comprehensive benefits package. Relocation assistance may also be available for the successful out-of-area candidate.

## How To Apply

Interested applicants should forward a cover letter and resume to:

[resumes@affionpublic.com](mailto:resumes@affionpublic.com)

Reference: GREELEYDDF

Affion Public  
PO Box 794  
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