

City of Greeley, CO

Deputy Finance Director



1000 10th Street Greeley, Colorado 80631



About Greeley, CO

Incorporated in 1886, Greeley became a Home Rule City in 1958 with the 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, Economy 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 most productive agricultural counties in the U.S. and the state of Colorado's most productive oil and gas operations. 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 is home to 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 true commitment to achieving community excellence through the development of economic opportunities, enhanced quality of life, cultivating community resources, talent and workforce development, enhanced transportation spending and the development of infrastructure to serve Greeley's future.

Greeley is home to a diverse mix of industries - from breweries to oil and gas, from unique shops to food processing, and from agricultural innovation to an incredible concentration of creative industries and individuals. The city attracts good corporate citizens with skilled-labor jobs that pay competitive salaries.

Arts and Culture. Greeley offers diverse arts, music and cultural events. This includes performances by the UNC's College of Performing and Visual Arts, Greeley Chorale and the Greeley Philharmonic Orchestra, and many more entertainers. Enjoy Greeley's Union Colony Civic Center hosting Broadway shows, art shows, movies, and performances. Greeley is also home to favorite community events such as the Greeley Stampede, Arts Picnic, Friday Fest, 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. There are golf courses, recreation centers, swimming pools, fields and courts for sports, skate parks, playgrounds, fishing ponds, picnic areas, and more. Experience more time outdoors on biking and hiking trails in the community. Beyond our City, Rocky Mountain National Park and many other pristine alpine environments are all less than 50 miles away.

The Organization

A 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 2021 budget of \$413.9 million and a staff of approximately 965 full-time equivalent positions.



The Finance Department

The Finance Department is responsible for the administration of the financial affairs of the City including compiling financial information and data for the City Manager's annual budget, the supervision of disbursement of all monies and control over all expenditures to ensure appropriations are not exceeded, the design and maintenance of a general accounting system along with the development and maintenance of internal controls, preparation of periodic statements of receipts and disbursements showing the financial and budgetary condition of the City, preparation of year-end financial statements, the collection of all revenue due to the City, investment of City funds, the purchasing of goods and services, and the disposal of surplus assets.

The Finance Department accounts for all revenues and expenditures of the City, compiles information and data, monitors the budget, is responsible for recording and reporting all expenditures and revenue of the City, and prepares the Comprehensive Annual Financial Report and the Biennial Operating & Capital Improvement Plan, along with providing ongoing analysis of the financial condition of the City, debt issuance, debt management and the investing of City funds. The department has received the Government Finance Officers Association (GFOA) award for Excellence in Financial Reporting each year since 1983 and the GFOA award for Distinguished Budget Presentation each year since 1992.

In FY 2020, the Finance Department is comprised of 30.5 Full Time Equivalents (FTEs) and an operating budget of approximately \$3.382 million and supports 16 citywide Departments and Divisions.

The Position

The Deputy Finance Director position will manage the financial reporting and accounting divisions and be responsible for the core financial operations of the City. The position will play a significant role as the Department plans to update the City's financial policies and procedures as part of the City's recent transition to a new ERP system, review internal control practices, and be responsible for ensuring accurate and complete financial reporting. The position will manage the accounting, financial reporting, investment & treasury, payroll, and utility billing activities within the department; overseeing professional and technical support staff.

Essential Functions, Responsibilities, and Duties

- Assist the Finance Director with leadership, development, evaluation and day-to-day management of the Finance Department operations and staff.
- Demonstrate a commitment to process improvement, creativity, service excellence, and transforming local government through ideas and practices.
- Works in partnership with internal and external customers to deliver effective services by seeking ways to integrate programs or services provided by other departments, divisions, as well as other federal, state, and local government entities.
- Develop and implement sound financial and accounting procedures and controls.

Essential Functions, Responsibilities, and Duties continued..

- Provide guidance and oversee Finance staff in their effort to update and/or create new policies as required adhering to best practices per GFOA, GASB, or other accredited financial organizations; policies, providing suggestions and/or edits to documentation where appropriate, ensuring new policies incorporate best practice and GAAP principles.
- Responsible for reviewing existing internal control practices and ensuring appropriate internal control procedures are included in updated finance policy documents
- Uses strong leadership and collaborative skills in managing complex interactions with departments, outside entities, team members, legal and external auditors.
- Manages a variety of technical accounting and analysis functions for the City; evaluates and analyzes financial issues and policies and recommends solutions as needed.
- Provides oversight in the use of technology development and operations for the City's primary financial systems and oversight to develop, implement, and maintain additional programs as needed to ensure streamlined processes, strong internal controls, enhance reporting and promote transparency.
- Develops and provides written and oral presentations to City Council, boards and commissions, public and City departments as needed.
- Coordinates the operations of other Finance Department divisions including Budgeting and Purchasing. May directly supervise any of these divisions depending on City and FD needs.
- Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
- Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating City of Greeley's financial accounting, reporting and record keeping.
- Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.

Knowledge, Abilities, and Skills

- Comprehensive knowledge of governmental financial reporting including GASB, GFOA and state guidelines and best practices
- Experience with accounting operations including AP, Payroll, Grants, financial reporting and related processes
- Experience with governmental budgeting and reporting practices
- Experience with investments & treasury, debt, revenue forecasting and analyses
- Evaluate and solve highly complex accounting and financial issues

The Ideal Candidate

The ideal candidate will bring strength in financial reporting and accounting best practices including a strong commitment to robust internal controls and the development of formal policy and procedures for City operations. This person should be a strategic leader with experience working in a customer focused department with a high-performance culture; municipal experience is highly preferred.

This person will demonstrate superior communication skills and have the ability to make decisions pertaining to staff and procedures within the department. The ideal candidate should possess the capacity and interest to be an effective mentor and leader for staff, developing and strengthening relationships across departmental lines. The ideal candidate must be able to set a positive example of competence, professionalism, energy and work ethic to the department. Advanced written and oral communication skills are imperative for this position.



Experience and Education

Qualified applicants will have a Bachelor's degree in Accounting, Finance, Business Administration, or closely related field; a Master's degree is preferred. At least seven (7) years progressively responsible municipal government and finance management experience including at least five (5) years of supervisory and leadership experience is required. A CPA, CFGO or comparable certification is highly desired.

Salary

The City of Greeley is offering a competitive salary range between \$117,501.05 - \$176,251.58 commensurate with experience 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:

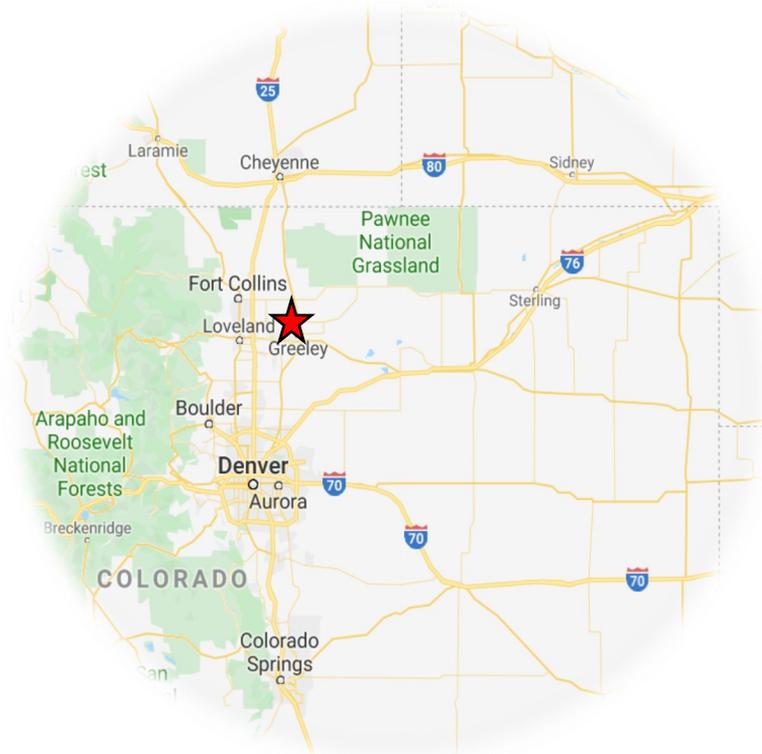
resumes@affionpublic.com

Reference: GREELEYDFD

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Delivering Leaders.



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