

Director of Finance and Accounting – Custer County, Colorado

Job Summary and Description:

Administer and perform a variety of complex professional and technical functions necessary to maintain the financial systems and operations of the County. Manage the maintenance of Custer County accounting records and preparation of financial accounting reports and statements. Direct external and internal financial accounting and reporting, operations, debt financing, and monitoring sales tax collection functions. Serve as the financial advisor to the Board of County Commissioners and other county department directors and officials. Reports to the Board of County Commissioners.

Essential Job Functions:

- Exercise direct, first-level supervision of positions, employees, operations, and activities within the finance department.
- Supervise payroll and accounts payable functions and staff to ensure accurate and timely production of financial information.
- Monitor expenditures and revenues of all departments.
- Maintain the general ledger system and subsidiary accounts and journals by preparing original and correcting journal entries to assure all financial data is included, valid, correctly categorized, and balanced.
- Plan and develop goals and objectives and integrate division goals into departmental and county goals.
- Perform and oversee work in compliance with Generally Accepted Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP), and the guidelines of the Governmental Accounting Standards Board (GASB).
- Revise account's structure, reporting, and recording procedures as necessary to deal with new and changing financial operations and regulations.
- Design, implement and monitor financial internal controls.
- Compile data for periodic and special reports; prepare County financial statements, summaries, lists, research reports and yearly audit information.
- Provide support needed for annual financial audit including year-end adjusting entries, GASB entries, related work papers, and other documents.
- Prepare the Comprehensive Annual Financial Report (CAFR).
- Responsible for the general ledger and subsidiary ledgers for all funds of the county.
- Assist and train County departments' staff on how to work with accounting systems, software, and procedures.
- Assist with preparing and compiling the annual budget for the county.
- Monitor activities and financial compliance of local, state, and federal grants received by the County; maintain grant database.
- Assist with development and recommendations on budget planning procedures for County departments as well as participate in budget hearings and preparation of final budgets.
- Assist departments with cost control methods, program planning, and operating efficiencies.
- Review salary and benefit proposals and bring recommendations to the BOCC.
- Direct the development and administration of the County's capital improvement plan, including financial analysis, capital construction, and lease/purchase agreements.
- Perform other duties as appropriate or necessary for performance of the job.

General Requirements:

- Ensure procedures and internal controls are in place to protect the financial assets of the county. Solicit feedback to improve procedures that would result in efficiency, cost savings, and safety enhancements.
- Understand, observe, enforce, and comply with all Governmental, Custer County and Departmental policies, procedures, and protocols when performing job duties.
- Establish and maintain effective working relationships with Custer County employees from the same or different departments/offices, entities, vendors, members of the community, and all customers.
- Schedule meetings with employees on a regular basis to provide adequate information to ensure active communication at all levels.

Knowledge, Skills, and Abilities:

Expert Proficiency:

- Maintenance of accounting records and preparation of reports.
- Knowledge of professional accounting theories, principles and practices as applied to accounting.
- Ability to perform duties independently without close supervision.
- Supervision and professional mentorship to support staff in a productive and positive manner.
- Ability to operate accounting system in accordance with generally accepted accounting principles and practices.

Working Environment:

- Approximately ninety-five percent (95%) of the essential duties/activities for the position are performed indoors in a standard office environment; approximately five percent (5%) of this work is performed outdoors that includes travel to meetings, training events and symposiums. Outdoor work and travel include limited exposure to varying weather conditions, noise, fumes, chemicals, and dust as well as changing environments.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to conduct activities involving walking 10% - 20% of the time, standing 10% - 20% of the time, and sitting 60% - 80% of the time, lift or carry up to 10 lbs., and occasionally lift, push, or pull up to 25 lbs. with leveraged assistance; and to regularly devote extended periods of time to the use of digital/electronic office equipment.
- The employee is frequently required to grasp and manipulate office and similar other equipment, tools and materials; and to participate in routine conversation in person or via telephone and to distinguish telephone, voice and other auditory tones.
- The employee is regularly required to conduct activities involving stooping, kneeling/bending, crouching, crawling, twisting, and reaching.

- Specific vision abilities required by this job include the ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to observe all elements of a given situation and the surrounding work environment.

Education:

Education:	Bachelor’s degree from an accredited four-year college or university in Accounting, Finance, Business Administration, or related field - required. Master’s degree from an accredited four-year college or university in Accounting, Finance, Business Administration, or related field - preferred.
Experience:	Minimum of four years of progressively responsible experience performing accounting functions including experience as a supervisor required. Experience with CIC or equivalent government software system – Preferred. Experience with an outsourced payroll service – Preferred. Governmental (public sector) experience - Required
Licenses:	Certified Public Accountant – Preferred
Special Requirements:	Must successfully pass background check.

Salary & Benefits:

Salary Range:	\$65,000.00 to \$90,000.00 Annually – Based upon education and relevant experience.
Benefits:	Eligible for full county retirement, health insurance and PTO. Four-day work week.