



Finance Manager

CITY OF LOUISVILLE, COLORADO



Finance Manager

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COMPENSATION

The expected hiring range is **\$110,000–\$131,000**, depending on qualifications, with a competitive benefits package.

EDUCATION & EXPERIENCE

Completion of a bachelor's degree program with major coursework in accounting, finance, business management/administration, or a related field from an accredited college or university, plus a minimum five (5) years of experience in accounting, auditing, and/or finance, and at least two (2) years of supervisory experience. Experience working for a municipality or local government and/or experience with Tyler-Munis ERP accounting software preferred. Active Certified Public Accountant (CPA) or Certified Public Finance Office (CPFO) preferred. Any equivalent combination of training and experience providing evidence that the applicant possesses the required knowledge, skills and abilities to perform the essential functions of the position will be considered.

QUESTIONS

Please direct any questions regarding the position or the recruitment process to Human Resources Manager Paula Knappek at PaulaK@LouisvilleCO.gov.



About the Position

The City of Louisville, Colorado is seeking a knowledgeable, enthusiastic, and experienced **Finance Manager** to join our Finance Department.

The **Finance Manager** is a highly responsible, management-level position which provides expertise concerning the work and goals of the City in building a strong budget and finance staff. This position reports to the Director of Finance and supervises and manages the operations of the five employees of the Accounting Division. The Finance Manager is responsible for supervising accounting and financial reporting, grant reporting, payroll, utility billing, accounts payable, collections, capital projects, fixed assets, and front desk customer service. The Finance Manager also serves as acting Finance Director when necessary.

Additional responsibilities include preparation of the City's Annual Comprehensive Financial Report (ACFR), serving as the lead point of contract for the annual external audit, maintenance of the general ledger and internal control systems, and preparation of highly technical financial statements and detailed analysis for more complex accounting functions.

HOW TO APPLY

To review the full job description, or to apply for the Finance Manager position, please visit LouisvilleCO.gov/Jobs.



About Our Community

Established in 1878, Louisville's history is rooted in mining and agriculture. Over the years, the city has grown into a vibrant, thriving, and innovative community with a high standard of living. Nestled along Colorado's Front Range, Louisville is located in Boulder County, just nine miles east of Boulder and about 22 miles northeast of Denver.

Nearly 70% of Louisville residents possess a college degree, and the community is continuously ranked amongst the best places in the country to live and raise a family. With approximately 1,900 acres of open space, 28 parks, and more than 32 miles of interconnecting trails for biking and hiking, Louisville residents enjoy a myriad of opportunities to enjoy the natural beauty of Northern Colorado.

In addition to abundant recreational opportunities, Louisville residents also have convenient access to arts and culture amenities, excellent dining and shopping destinations, and the state's third-highest ranked school district. In the City's 2020 Citizen Survey, 99% of survey respondents rated Louisville as a place to live as excellent or good, and 98% rated its quality of life as excellent or good.

Louisville's authentic Main Street contributes to the city's small-town feel and hosts outdoor dining, craft breweries, galleries, boutiques, a state-of-the-art library, and more. World-class medical care includes the Avista Adventist Hospital in Louisville, the Boulder Medical Center, and several hospitals in Denver, including Children's Hospital Colorado and the Anschutz Medical Campus. A robust transit system, the Regional Transportation District (RTD), connects the city to the region.

The city's proximity to the University of Colorado and the Colorado School of Mines, as well as several national laboratories including NOAA, NIST, and NCAR, has helped foster a robust high-tech business and manufacturing presence in Louisville's Colorado Tech Center, a master-planned business park.

As Money magazine noted, "Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat."



POPULATION

20,975

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MEDIAN AGE

41.1

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MEDIAN HOME VALUE

\$677,000

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MEDIAN HOUSEHOLD INCOME

\$125,124

Other Finance Manager Responsibilities

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- ▶ Plans, assigns, directs, and evaluates the work of a Senior Accountant, Payroll Accountant, Accounts Payable Technician and two Accounting Technicians.
- ▶ Responsible for accounting/process documentation and employee cross-training in each of the Accounting Division's critical functional areas.
- ▶ Develops and administers the Accounting Division budget.
- ▶ Assists Finance Director with preparation of the Biennial Operating & Capital Budget documents.
- ▶ Oversees the day-to-day functions of the Utility Billing Customer Service Group (currently contracted out) and Accounting Technician staff who perform customer service functions via phone and email, semi-monthly billing of utility services and the processing of penalties, interest and disconnection notices on delinquent accounts.
- ▶ Coordinates utility billing functions with the City's Operations and Public Works departments.
- ▶ Addresses resident issues relating to utility billing when the issue is unable to be satisfactorily resolved by the Utility Billing Customer Service staff.
- ▶ Coordinate with the City's Communications staff regarding communications of developments in utility billing and ensure current information is presented on the Finance Department website.
- ▶ Assists Finance Director with general cash and investment management. Supervises the recording, reporting, and reconciliations of all cash accounts and investments, including all changes to changes to cash, purchases and maturities of investments, and receipt of interest earnings.
- ▶ Reviews monthly journal entries, bank reconciliations, account reconciliations, and fixed asset reports that are presented to the Finance Committee. Prepares numerous and various other financial analysis on all funds as requested or as needed.
- ▶ Monitors and reports on the ongoing status of the City's Capital Improvements Program and presents the report to the Finance Committee.
- ▶ Monitors and reports on the status of the Internal Service/Capital Replacement Funds, including development of replacement contributions formulas, methodologies, and communication reports.
- ▶ Assists the Finance Director with developing, monitoring, and maintaining internal controls over all accounting and finance-related functions.





About the Organization

The City of Louisville is a home rule municipality operating under the council-manager form of government. The seven-member city council consists of the mayor, elected at large, and six councilmembers elected from three wards, all of whom are elected on a nonpartisan basis. The mayor and councilmembers serve four year terms and are limited to two consecutive terms. Ward representative elections are staggered, with elections happening in odd-numbered years.

The city council sets policy, enacts ordinances, adopts the biennial budget, and hires the city manager, who oversees day-to-day operations, as well as the city attorney, municipal judge, and prosecuting attorney.

VISION

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

MISSION

Our commitment is to protect, preserve, and enhance the quality of life in our community.

VALUES

- Innovation
- Collaboration
- Accountability
- Respect
- Excellence

The City’s structure and operations have been designed to ensure an open and responsive government that integrates a highly dedicated staff, thoughtful elected officials, an involved citizenry, diverse businesses, and regional cooperation to provide high-quality and cost-effective services.

Louisville provides a wide range of services to residents and businesses, including water and sewer; police protection; planning, zoning, and building safety; street and road maintenance; parks, open space, and recreation; a library; a historical museum; and a golf course.



**ANNUAL
BUDGET**

\$29.6M GENERAL
\$87.6M TOTAL



**CITY
STAFF**

217 FULL-TIME
348 PART-TIME & SEASONAL