



Deputy Finance Director

CITY OF LOUISVILLE, COLORADO

Deputy Finance Director

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COMPENSATION

The expected hiring range is **\$131,800–\$165,100**, depending on qualifications, with a competitive benefits package. The [City of Louisville Employee Benefits Guide](#) is available at LouisvilleCO.gov/HR.

EDUCATION & EXPERIENCE

Completion of a bachelor's degree in accounting, finance, business management or a related field from an accredited college or university, plus a minimum of five (5) years of experience in accounting, auditing and finance with specialized knowledge of governmental accounting; a minimum of five (5) years of experience in finance or accounting within a municipal or public sector setting that includes grants, accounts payable, cash receipts, accounts receivable, utility billing, capital assets, financial reporting, and audits; and a minimum of three (3) years of supervisory experience. Active Certified Public Accountant (CPA) or Active Certified Public Finance Officer (CPFO) and experience with Tyler-Munis ERP accounting software preferred. Any equivalent combination of acceptable training, education, and experience 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 is seeking a knowledgeable, enthusiastic, and experienced **Deputy Finance Director**. The Deputy Finance Director provides expertise about the work and goals of the City by building a strong budget and capable finance staff.

The Deputy Finance Director performs highly responsible accounting functions, and performs supervisory and managerial work in directing the activities of employees involved in a variety of accounting and record-keeping tasks. This position will supervise and manage the five employees and operations of the Finance Department's Accounting Division.

This role is responsible for the preparation of the City's Annual Comprehensive Financial Report (ACFR), lead point of contact for the annual external audit, maintenance of the general ledger, internal control systems, and for the preparation of highly technical financial statements and detailed analysis for the more complex accounting functions. This position will report to our Finance Director in the Finance Department.

HOW TO APPLY

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

This position is open until filled. First review of applications will be September 19, 2025.



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 northwest 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 cultural amenities, excellent dining and shopping destinations, and the state's third-highest ranked school district. In the City's 2024 Community Survey, 93% of survey respondents rated Louisville as a place to live as excellent or good, and 92% rated Louisville's overall 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

20,390

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MEDIAN AGE

41.7

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MEDIAN HOME VALUE

\$822,284

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MEDIAN HOUSEHOLD INCOME

\$149,159

Deputy Finance Director Responsibilities

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- ▶ Supervises and manages the operations of the Accounting Division (five employees) of the Finance Department. Responsible for supervising and supporting critical Finance Department functions, including accounting and financial reporting, payroll, utility billing, accounts payable, collections, grant reporting, capital projects, fixed assets, and front desk customer service.
- ▶ Plans, assigns, directs, and evaluates the work of direct reports including an Accounting Supervisor and Payroll Accountant. Indirectly supervises an Accounts Payable Technician and two Accounting Technicians.
- ▶ Responsible for accounting/process documentation and employee cross-training in each of the Division's critical functional areas.
- ▶ 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 Public Works Department, Operations Division.
- ▶ Addresses resident issues relating to utility billing when the issue is unable to be satisfactorily resolved by the Utility Billing Customer Service staff.
- ▶ 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.
- ▶ Prepares the annual Schedule of Expenditures of Federal Awards in preparation for the Single Audit, and assists external auditors during the annual Single Audit of grant programs.
- ▶ Stays current on federal, state, and local legislation, as well as federal grant regulations, including 2 CFR 200, and implements any required changes.
- ▶ Assists Finance Director with preparation of the Biennial Operating & Capital Budget documents.
- ▶ 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, monthly bank reconciliations, monthly 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.
- ▶ Assists the Finance Director with developing, monitoring, and maintaining internal controls over all accounting and finance-related functions. Ensures capital assets are recorded properly. Prepares internal control reviews and ensures physical inventory/asset counts within the departments. Reviews and assists departments with grant compliance.
- ▶ Coordinates with the City's Communications Department regarding communications of developments in utility billing and ensures current information is presented on the Finance Department website.
- ▶ Serves as Acting Finance Director in the absence of the Finance Director.





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