



## CITY OF FRUITA POSITION DESCRIPTION

**Date of Posting:** April 8, 2024  
**Position Title:** Finance Director  
**Department:** Administration Department  
**Salary Range:** \$108,194 to \$135,243 annually, paid on a bi-weekly basis.  
**Supervisor:** Assistant City Manager  
**FLSA Status:** Salary, Exempt  
**No. of Positions:** 1

**SUMMARY:** Under general direction of the City Manager's Office, the Finance Director has the responsibility for planning, administering, and organizing a comprehensive program to provide leadership, direction, and oversight of fiscal and budgetary activities for the City of Fruita. The Finance Director supervises the Accounting, Procurement, Municipal Court, and Utility Billing staff to ensure operational efficiencies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Directs and manages City finance activities and tasks, including but not limited to, accounting and internal controls, payroll, financial planning, accounts payable, cash flow management, debt and grant management, tax administration, organizational wide financial policies and procedures. Develops new accounting procedures and internal controls standards as needed.
- Monitors and evaluate the efficiency and effectiveness of service delivery methods and procedures, recommend, within departmental policy, appropriate service, staffing levels, and allocates resources accordingly.
- Exercises direct supervision over supervisory, professional, technical, and clerical staff. Evaluates work performed by the Accounting, Procurement, Utility Billing, and Municipal Court staff and determines best practices for the program.
- Prepares reports for the City Council on a monthly and annual basis. Attends City Council meetings and presents to the City Council.
- Assists in the development and presentation of the annual municipal budget, organizes and enhances the processes, policies, and procedures used throughout the organization for developing and tracking the City's operating and capital budget. Helps prepares and distributes guidelines for facets of budget development, input, modification, and presentation processes.
- Participates in ongoing training for professional development and encourages staff to also participate. Provides trainings to the City's Leadership team on new trends, opportunities, and challenges in Public Finance.
- Oversee cash and investment management, oversees debt management.
- Forecast short-range and long-range cash requirements and obligations as a basis for maintaining adequate funds, as well as for future capital projects.
- Participates on and provide staff support to a variety of boards, commissions, and committees, attends and participate in professional group meetings, stay abreast of new trends and innovation in the professional fields affecting the Finance Department.

- Responsible for the annual preparation of the City’s Financial Statements, Responsible for the monthly financial statement preparation and presentation.
- Meets deadlines determined by Federal and State law and City policy for financial reporting and bookkeeping.
- Provide staff assistance to the City Manager’s Office, prepare and present staff reports when necessary.
- Monitors, reviews, updates, and enforces the City’s financial and purchasing policies.
- Reviews and authorizes purchase orders, requests for disbursement, biweekly payroll checks, payroll, payables, budget amendments, and general ledger journal entries.
- Represent the Finance program to other City departments, and outside agencies and organizations.
- Responsible for the issuance of debt and other financing instruments on behalf of the City.
- Develop projection methods and recommendations for the City’s primary sources of revenues, updates and balances long range financial projections.
- Monitors budget and prepares reports throughout the year.
- Work includes occasional weekends and nights.

**SUPERVISORY RESPONSIBILITIES:**

This position directly and indirectly supervises all Finance Staff. This position makes decisions regarding hiring, discipline, termination, and advancement of employees. Directs employees, assigns work, and monitors progress. This position guides, trains, and develops employees in accomplishment of duties and professional growth. Writes and conducts evaluations.

**POSITION REQUIREMENTS:**

**Education, Training, and Experiences**

- Bachelors degree from an accredited college or university with major course work in Finance, Accounting, Public or Business Administration, or a related field. CPA or CPFO designations are highly desirable.
- Must have five (5) or more years of progressively responsible work in municipal government finance operations with at least three (3) years of progressively responsible supervisory experience.
- An equivalent combination of education, formal training, and work experiences to perform the essential duties and responsibilities of the position.

**Knowledge, Skills, and Abilities**

- Knowledge of local government functions and principles and practices of public administration and governmental organizational structure.
- Knowledge of Generally Accepted Account Principles (GAAP)
- Knowledge of all Governmental Accounting Standards Board (GASB) pronouncements.
- Knowledge of municipal finance administration and State and Federal laws and policies governing municipal accounting activities and reporting functions.
- Knowledge of computer use and advanced use of Excel, database use, and other financial reporting systems.
- Knowledge of procurement and purchasing management.
- Able to consistently maintain, assess needs, and lead in confidential requirements.

- Ability to work independently and executive judgment appropriately.
- Knowledge of local government, services provided by, and administration of those services.
- Skilled in the preparation and delivery of public presentations.
- Ability to extrapolate data for Finance/Accounting purposes.
- Ability to understand and interpret complex financial information.
- Ability to provide written documentation in an organized manner.
- Ability to analyze and identify inaccuracies in financial reports.
- Ability to use correct grammar, punctuation, and spelling in written correspondence.
- Excellent verbal and written communication skills.
- Problem solving, including the ability to independently analyze problems, make appropriate contacts, investigate complaints, prepare drafts and analysis of findings, and complete tasks with acquired information.
- Ability to read, interpret, and explain policies or procedures to a variety of constituents.
- Ability to supervise and engage employee work performance.
- Ability to collaborate with other departments to solve problems.
- Strongly self-motivated.
- Demonstrated leadership and management skills.
- Skills to present formal presentations to the City Council.
- Ability to represent the City and Fruita in a professional manner.

**Other and Physical Requirements of the Position:**

- Ability to work flexible schedule, evenings, and weekends as needed.
- Ability to lift up to 50 pounds on occasion.
- Ability to successfully pass a pre-employment background investigation.
- Regular attendance is an essential function of this position to ensure continuity.
- Satisfactory driving record.

**Work Environment:**

The noise level in work environment is moderate. The work environment is both inside and outside with the majority of it being office related.

**TO APPLY:**

Position is opened until filled. To apply, submit an application, cover letter and resume to Human Resources, City of Fruita, 325 E. Aspen, Fruita, CO 81521. First review of applications will be on Friday, April 26, 2024.

The City of Fruita is an Equal Opportunity Employer