



**FRUITA**  
COLORADO



**CITY OF FRUITA**  
**FINANCE DIRECTOR**



## THE POSITION

The City of Fruita is looking for an experienced and dynamic Finance Director to lead our Finance Department. This position will replace the outgoing Finance Director (due to retirement), who is leaving the City of Fruita in excellent financial and economic health after 40 plus years with the organization. The City of Fruita has budgeted overlap between the two positions to ensure a seamless transition period and the ability for the new Director to ask questions, learn more, and receive hands on training from the current staff. This is an exciting opportunity to shape the Financial landscape of the city and to work in a collaborative environment in a thriving community. Under general direction of the City Manager's Office, the Finance Director directs all City finance activities, and supervises the Accounting, Procurement, and Utility Billing staff to ensure operational efficiencies.

## THE FRUITA COMMUNITY

Fruita is a special place surrounded by over a million acres of public lands providing endless opportunities for mountain biking, hiking, trail running, sightseeing, road cycling, hunting, fishing, horseback riding, river rafting, camping, exploring dinosaur ruins, and more.

Home to world-class outdoor recreation, the Colorado National Monument, two state parks, and the only full-service cable wakeboard park in the Rocky Mountain West, it is no surprise Fruita has been voted as the "Top Adventure Town" in Elevation Outdoors Magazine, "Best of the Rockies" several times, and recently, was voted best "Best Kid Friendly Outdoor Town." Commutes are short on a bike and only minutes by car. This allows for instant access to lifelong hobbies and the ability to work efficiently. Fruita is only an hour from Powderhorn Ski Resort and within 2-3 hours from most major ski resort in Colorado without the traffic to and from. The City of Fruita offers excellent work-life harmony, and flexible schedules to meet the need of employees and their families.

The people are the gem of Fruita and some of the most welcoming across the country. The population is about 14,000 people and growing. While Fruita attracts close to a million visitors a year, it is a place where visitors feel like locals and locals play like visitors. Fruita is a community first and prioritizes projects, time and talents to first the City's core services and then improving the quality of place, lifestyle and economic health of the community. As a smaller community, people expect a high degree of customer service, easy access to City officials and a sincere listening ear of the local government, and the City takes this seriously. In the last community survey, residents rated their satisfaction rating of City services 25% higher than the national average. The City also recently received the "Leading the Way Award", for ranking in the 10% of all U.S. cities with regard to resident satisfaction with city services, and value for local taxes and fees.

***"Fruita is a place where you run into neighbors, friends, and acquaintances at local stores and restaurants, parks, and the community center."***  
*- A community value outlined in the Fruita in Motion Comprehensive Plan*

# DUTIES AND ROLES

The full duties and roles of this position can be found in the job description. Here are a few highlights:

- 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.



# EDUCATION+ EXPERIENCE

Required qualifications include:

- 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 confidentially requirements.
- Ability to work independently and executive judgment appropriately.

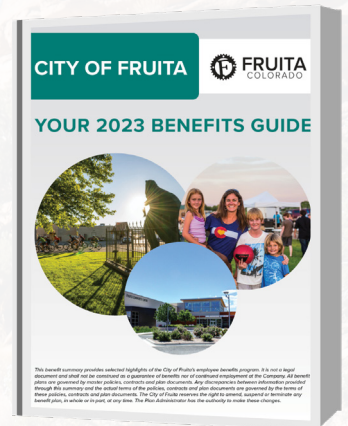
View the full job announcement online for the full list at [fruita.org/jobs](https://fruita.org/jobs).



# COMPENSATION + BENEFITS

Pay for the Finance Officer position is dependent upon qualifications, but the expected hiring range is \$108,194 - \$135,243 annually. The City provides a competitive benefits package. Details can be found on our website, but include:

- Medical (employee covered 100% and dependents covered 95%),
- Dental (employee and dependents covered 100%)
- Voluntary Vision
- Life Insurance
- Vacation, Sick Leave, 11 Paid Holidays and 1 Discretionary Day
- ICMA-RC 401a Retirement Program with 4.5% City contribution, and a voluntary Deferred Compensation (457) Plan, and Voluntary supplemental insurance.
- City contributes an additional 1.5% to 457 if employee matches the contribution.
- Relocation assistance is available.



[View the full benefit guide online!](#)

## HOW TO APPLY

The City of Fruita is committed to building a diverse and inclusive workforce. All interested applicants are encouraged and welcome to apply for this position.

To apply, submit a completed City application, cover letter and a resume online at [fruita.org/jobs](https://fruita.org/jobs) or email them to Odette Brach, Human Resources Director at [obrach@fruita.org](mailto:obrach@fruita.org). Please call Shannon Vassen, Assistant City Manager, at 970-858-3663 with any questions. Interested applicants can find the employment application online at [fruita.org/jobs](https://fruita.org/jobs). First review of applications will be on Friday, April 26, 2024.

THE CITY OF FRUITA IS AN EQUAL OPPORTUNITY EMPLOYER. We do not discriminate based on race, color, religion, national origin, sex, age, sexual preference, disability or any other status protected by law or regulation. It is our intention that all qualified Applicants be given an equal opportunity and that selection decisions be based on job-related factors.