

**TOWN OF KREMMLING
JOB DESCRIPTION**

TITLE:	FINANCE OFFICER/TREASURER
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	TOWN MANAGER
EMPLOYMENT STATUS:	REGULAR FULL-TIME
FLSA STATUS:	EXEMPT
SALARY RANGE:	\$60,000 - \$75,000

SUMMARY

Under general supervision by the Town Manager, performs financial functions including complex bookkeeping duties, financial record keeping and accounting, budget preparation as well as perform administrative backup duties as needed. This position may serve as the appointed position of Treasurer for the Town of Kremmling and/or assists the Kremmling Sanitation District as needed in the same capacity.

The statements contained in this job description reflect general details as necessary to describe the principal function of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

The Town of Kremmling is an Equal Opportunity Employer, and it is the equal opportunity employment policy of the Town to make all recruitment, hiring, and placement decisions as well as other employment decisions on the basis of the qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex or national origin.

All applicants must be physically able to perform the essential job functions outlined below, with or without reasonable accommodation.

BENEFITS

Full-time non-exempt employees are eligible for benefits. Benefits include health insurance, dental, vision, MASA, retirement plan, paid holidays, and paid time off.

EXAMPLES OF ESSENTIAL DUTIES

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The Town of Kremmling retains the right to modify or change the duties or essential functions of the job at any time.

FINANCE OFFICER

- Maintain and reconcile general ledger account and reconcile bank accounts monthly.
- Work closely with administrative staff to ensure accuracy and adherence to procedures.
- Process accounts payable and receivable
- Assists or provides back for processing payroll and benefits administration

- Maintain Fixed Asset tracking.
- Prepare and monitor Annual Town Budget, making necessary amendments.
- Forecast cash flow requirements.
- Prepare required state reports.
- Research and recommend funding opportunities analysis for capital needs.
- Prepare multi-year Capital budget.
- Monitor Grant accounting and compliance requirements.
- Prepare for and assist in the annual audit
- Review and evaluate internal controls.
- Attend and present financial statements at Town Board Meetings.
- Advise Town Board and Town Manager on financial matters.
- Prepare TABOR calculations.
- Adhere to GASB standards.
- Develop and recommend financial policies.
- Performs clerical functions including data entry, faxing, filing, and copying.
- Problem solving skills are helpful in developing solutions for unanticipated issues and challenges.
- Performs special projects and other miscellaneous duties and responsibilities as assigned by supervisor.
- Flexibility in hours to include evenings as required. Some remote work may be available for this position.
- Provides support to the Administrative support as needed.
- Required to work some evenings to attend scheduled public meetings.

TREASURER

May be appointed based to position of Treasurer based on qualifications and experience. This appointment may be filled by the Board of Trustees pursuant to C.R.S. 31-4-111 and Municipal Code for the Town of Kremmling.

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Budgeting processes, bookkeeping principles, and practices.
- Applicable Town policies and procedures.
- Applicable Town, county, state and federal statutes, regulations, ordinances, and codes.
- Local government/non-profit opportunities and limitations.
- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict
- Problem solver and forward thinking with the ability to anticipate Town financial needs.

SUPERVISORY CONTROLS

This position works under the general supervision of the Town Manager. Work is generally performed independently in accordance with established regulations and reviewed through reports and an evaluation

of results achieved. There are no direct reports for this position.

MINIMUM QUALIFICATIONS – Combination of Education and Experience will be considered

- High School Diploma
- Knowledge or college coursework in accounting or a related field
- Valid State Driver’s License
- Satisfactory Motor Vehicle Record (MVR) and completion of criminal background check
- Three years of relevant administrative, billing, budgeting and/or financial planning experience is preferred.

PREFERRED QUALIFICATIONS:

Education:

- Bachelor’s degree from an accredited college or university with major course work in accounting, finance, business administration or related field
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) preferred.
- Two (2) years of increasingly responsible governmental (fund) or non-profit accounting
- Knowledge in Caselle or similar software is preferred

Experience:

- Three years of experience in local government or non-profit management.

GUIDELINES AND SCOPE

All federal, state, and local laws. Work requires discretion and judgment in interpreting Town policies, laws, and ordinances and analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. The purpose of this position is to protect the official records of the Town and promote the best interests of the citizens of and visitors to Kremmling.

ENVIRONMENTAL AND PHYSICAL CONDITIONS

Work is performed in a professional office environment. Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

Application Instructions:

Please forward a copy of your certifications, application, and resume via one of the following methods:

- Email: manager@townofkremmling.org
- Hand deliver to: 200 Eagle Ave. Kremmling, CO
- Mail: Town of Kremmling, attn: Town Manager, P.O. Box 538, Kremmling, CO 80459