



Town of Kremmling
200 Eagle Avenue | P.O. Box 538
Kremmling, CO 80459-0538
Office 970.724.3249
Fax 970.724.9409
<https://townofkremmling.colorado.gov/>

JOB POSTING

Kremmling is located in a beautiful Colorado mountain community with access to a variety of amenities. Our community boasts rustic appeal and is surrounded by wide-open public lands and breathtaking mountain views. Our community enjoys access to motorsports, fishing, hunting, hiking, camping, fishing, boating, and more. Kremmling is located within an hour of Silverthorne, Steamboat Springs, Breckenridge, and Winter Park. The ideal candidate is one who enjoys serving the community in a small-town mountain environment.

Job Title: Treasurer & Finance Director

Keywords: Administrative / Clerical / Customer Service / Finance

Reports To: Town Manager and the Board of Trustees. The Treasurer position is a statutory position appointed by and reports to the Mayor and Board of Trustees.

FSLA: Exempt (Full Time)

Salary Range: \$70,000 – \$85,000 annually

Date Posted: February 28, 2025

Benefits

Full-time non-exempt employees are eligible for benefits. The Town of Kremmling offers an excellent benefits package that supports quality work-life balance. Benefits include health insurance, dental, vision, MASA (Covers Expensive Emergency Ambulance and Medical Transportation Costs), 12 paid holidays, and paid time off.

Summary

The Town of Kremmling is seeking to fill the Treasurer & Finance Director position, which is responsible for overseeing the financial operations of the Town of Kremmling. This includes managing the Town's revenues, expenditures, investments, and financial records. The Treasurer & Finance Director ensures compliance with all applicable laws and regulations and provides accurate information to support decision-making by the Board of Trustees and other stakeholders.

Essential Job Functions:

- Monitors compliance with generally accepted accounting principles and the Town of Kremmling Municipal Code. Reconciles general ledger accounts to subsidiary ledgers or external statements. Generates daily, monthly, and annual journal entries to maintain general ledger accuracy.
- Performs analysis of financial information detailing assets, liabilities, and capital, and prepares balance sheet, income statement, and other reports to summarize and interpret the current and projected financial position of the Town.
- Attends Board of Trustees meetings.
- Reconciles various payroll accounts and statements to external provider reports, including IRS tax filings, retirement reports/statements, flexible spending accounts, and health insurance invoices, using data from the payroll system.
- Completes bi-weekly payroll processing, providing support to third-party vendors. Prepares government reports, including 941 reports, W-2s, and related submissions (e-file) and unemployment; files tax deposits for State and IRS. Reviews, reconciles, and processes benefit invoices for payment related to payroll.
- Serves as an accounting resource to various departments and the public. Investigate and resolve issues, complaints, and research requests while maintaining the confidentiality of all information within the

department.

- Maintains and administers the Town's general finance operations, including all financial records for checking, money market, and CD accounts. Prepare monthly and quarterly financial reports for the Board of Trustees and other financial reports as needed by the Town Manager.
- Prepares the annual budget with assistance from the Town Manager, monitors budget performance, recommends adjustments if needed, and ensures expenditures are within budgetary limits.
- Coordinates the annual audit and ensures timely submission of financial statements. Assist the Town auditor in closing out the Town's books at the end of the fiscal year.
- Oversee the recording of all receipts and disbursements of accounts receivables and grant and loan funds.
- Supervises the Utility Billing Clerk. Assists with utility billing functions.
- Manages the issuance and repayment of Town debt, ensuring compliance with debt covenants and reporting requirements.
- Assists with the annual renewal and audit of workmen's compensation and general liability insurance. Performs general office work related to employee information, the Town's retirement and health benefits plans, or other duties as required by the Town Manager.
- Improves quality results by evaluating processes and recommending changes as needed. Enhance customer service job knowledge by attending training sessions.
- Performs other related duties as required.

Knowledge, Skills, and Abilities:

- High degree of professionalism, confidentiality where needed, and unquestionable ethics and integrity.
- Knowledge of principles and practices of fund accounting and finance for municipalities.
- Familiarity with State Statutes, County Regulations, and the Town of Kremmling code as it pertains to the position.
- Understanding of personnel policies and procedures of the Town as well as Public Employers' Federal and State laws.
- Skilled in creating, analyzing, and interpreting a variety of financial reports and spreadsheets, and presenting written and oral communications in a clear, concise, and effective manner.
- Knowledge of financing public debt, investing public funds, administering budgetary procedures, tax regulations, and other financial matters.
- Possesses technical, analytical, organizational, communication, and interpersonal skills at a Department Head level (managerial and supervisory skills).
- Collects revenue by receiving and recording payments.
- Demonstrates active listening by giving full attention to others, understanding their points, asking appropriate questions, and avoiding interruptions.
- Passion for delivering top customer service with focused attentiveness and responsiveness to customer needs.
- Identifies complex problems and reviews related information to develop options and implement solutions.
- Ability to use office equipment such as fax machines, scanners, copiers, and phones.
- Analytical thinking skills to solve routine problems using common sense.
- Demonstrated ability to work independently to complete required work within the specified timeframe.

Required Qualifications:

- High School Diploma/GED.
- Associate degree in finance or accounting.
- Multiple years of experience with fund accounting, including proprietary funds or related accounting positions.
- Valid Colorado Driver's License.
- Speak and write the English language.

Preferred Qualifications:

- Municipal Government Budgeting experience.
- Experience in a supervisory or lead role in a related field.
- Experience using Caselle Accounting Software.

Working Conditions:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Must be comfortable working in a busy office environment with frequent interruptions

Conditions of Employment:

- Must pass a criminal history check.
- Must pass motor vehicle records check.

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, sexual orientation, gender identity, gender expression, disability, military status, genetic information, or any other status protected by applicable state or local law.

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

To Apply: Email **resume and application** to townclerk@townofkremmling.org. Applicants will be reviewed as resumes are received. This posting can close at any time and is open until filled.

JOB DESCRIPTION

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- Performs analysis of financial information detailing assets, liabilities, and capital, and prepares balance sheet, income statement, and other reports to summarize and interpret the current and projected financial position of the Town.
- Attend Board of Trustees meetings.
- Reconciles various payroll accounts and statements to external provider reports, including IRS tax filings, retirement reports/statements, flexible spending accounts, and health insurance invoices, using data from the payroll system.
- Completes bi-weekly payroll processing, providing support to third-party vendors. Prepares government reports, including 941 reports, W-2s, and related submissions (e-file) and unemployment; files tax deposits for State and IRS. Reviews, reconciles, and processes benefit invoices for payment related to payroll.
- Serves as an accounting resource to various departments and the public. Investigate and resolve issues, complaints, and research requests while maintaining the confidentiality of all information within the department.
- Maintains and administers the Town's general finance operations, including all financial records for checking, money market, and CD accounts. Prepare monthly and quarterly financial reports for the Board of Trustees and other financial reports as needed by the Town Manager.
- Prepares the annual budget with assistance from the Town Manager, monitors budget performance, recommends adjustments if needed, and ensures expenditures are within budgetary limits.
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- Improves quality results by evaluating processes and recommending changes as needed. Enhance customer service job knowledge by attending training sessions.
- Performs other related duties as required.

Additional Duties and Responsibilities:

- Provides information to customers by verifying understanding of requests, answering questions, and offering assistance.
- Contributes to customer service and organization success by welcoming related, different, and new requests and helping others accomplish job results.
- Reviews Human Resources employee setup, requesting modifications as needed.
- Participate in ongoing training and membership in professional associations for personal and professional development.

- Completes employment verifications. Works with Human Resources on employee modifications and changes.
- Performs special projects by assignment; responsible for assisting and participating in projects and programs with the Town Clerk or Town Manager.
- Establishes and maintains effective working relationships with other employees, officials, and members of the general public.
- Provide similar accounting services for the Kremmling Sanitation District: accounts payable, bi-weekly payroll, and reconciliations.

Knowledge, Skills, and Abilities:

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Work Environment:

Approximately 80% of this position's duties are performed within an indoor or a protected environment. The incumbent may be exposed to adverse weather and/or unfavorable traffic conditions while driving from the primary business location to field locations on a frequent basis.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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