

 **City of
Louisville**
COLORADO • SINCE 1878

Director of Finance

CITY OF LOUISVILLE, COLORADO



Director of Finance

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COMPENSATION

The expected hiring range is **\$141,575–\$198,205**, depending on qualifications, with a competitive benefits package.

Residency is not required.

EDUCATION & EXPERIENCE

Completion of a bachelor's degree program at an accredited college or university with major course work in Accounting; certification as a Certified Public Accountant or Certified Public Finance Officer (CPFO) and a Master's degree in Finance, Accounting or related field strongly preferred; and three years supervisory experience in local government financial administration operating on a computer-based data information system, or any equivalent combination of acceptable training, education, and experience.

QUESTIONS

Please direct any questions regarding the position or the recruitment process to Paula Knappek in the Human Resources Department:

pknapek@louisvilleco.gov



About the Position

The City of Louisville, Colorado is searching for a Director of Finance.

The Finance Director is a professional, director-level position, which reports to the City Manager. This role includes professional work in planning, organizing, coordinating, and supervising the operations and functions of the Finance Department. You will manage a department of 10 employees. The Finance Department is responsible for:

- Accounting and financial reporting
- Maintaining internal controls
- Budget development, communication, and monitoring
- Cash and investment management
- Debt administration
- Disbursements, including payroll, accounts payable, investment purchases, and debt service payments
- Utility billing
- Collections, including general accounts receivable and cashiering;
- Sales and use tax collection, reporting, and auditing
- General administration

The Finance Director works as a key member of the City's management team and serves as an internal service arm to other operating units and the primary financial advisor to the City Manager, Finance Committee, and City Council. The Finance Director is called upon to evaluate and assist in the selection of external auditors, investment advisors, bond counsel, and financial advisors. The Finance Director performs duties within the context of established laws, regulations, and policies, and accepted financial practices for municipal governments. Work is reviewed through audits, results achieved, and observation.

HOW TO APPLY

To review the full job description, or to apply for the Director of Finance position, please visit www.louisvilleco.gov/jobs.

The position is open until filled.



About Our Community

Established in 1878, Louisville’s history is rooted in mining and agriculture, but 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 northeast 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 culture amenities, excellent dining and shopping destinations, and the state’s third-highest ranked school district. In the City’s 2020 Citizen Survey, 99% of survey respondents rated Louisville as a place to live as excellent or good, and 98% rated its 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

20,975

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MEDIAN AGE

41.1

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MEDIAN HOME VALUE

\$627,500

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MEDIAN HOUSEHOLD INCOME

\$116,073

Our Ideal Candidate

Our ideal Director of Finance is team-oriented and highly collaborative, and able to build and maintain strong relationships within the department and across all departments. This ideal candidate is highly ethical, transparent, and trustworthy, and ensures the integrity and accuracy of the City's financial data.

The City of Louisville's next Director of Finance should be approachable and responsive, and should provide a high level of customer service. This individual should also be able to provide sound advice and guidance to the City Manager, City leadership and Council regarding financial matters.

The ideal candidate is a strategic thinker and creative problem solver, with strong analytical and critical thinking skills, who demonstrates initiative and is a proven self-starter. This individual understands complex financial systems, structures, and tools, and strives for continuous improvement. A thorough understanding of financial software systems and enterprise systems commonly used in financial management of municipalities is ideal.

Our ideal Director of Finance provides a forward-thinking, strategic approach to financial management.



DIRECTOR OF FINANCE RESPONSIBILITIES

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- Directs the daily financial administration of the City, including accounting and financial reporting, collections, disbursements, sales tax administration, utility billing, and front counter customer service.
- Develops and maintains internal controls and City-Wide Financial Policies document.
- Manages banking services, calculates cash flow requirements, and works closely with the City's Investment Advisor.
- Conducts short-term and long-term financial analysis and planning. Maintains long-term financial planning model and develops annual Long-Term Financial Plan for all major funds.
- Assists with development and monitoring of the City's Six-Year Capital Improvement Plan.
- Develops, executes and manages the City's biennial budget.
- Closely supervises internal preparation of Annual Comprehensive Financial Report.
- Supervises the annual audit and works with external auditor to prepare supporting schedules and work papers.
- Works closely with Financial Advisor on debt issuances. Responsible for all post-issuance compliance and reporting.
- Maintains a documented system of accounting policies and procedures, and supports leadership in maintaining compliance.
- Monitors fiscal trends and ensures compliance with local, state and federal laws, policies, regulations and best practices for overall budget and finance operations.
- Serves as staff liaison for the City's Finance Committee.



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

\$26.5M GENERAL
\$73.2M TOTAL



CITY STAFF

200 FULL-TIME
225 PART-TIME & SEASONAL