



Job Title: Finance Manager

Position Type: Full Time/Exempt

This position will remain open until filled. To apply, please email your resume and cover letter to recruiting@boxeldersanitation.org.

Summary

Under direction of the District Manager, the Finance Manager is responsible for the financial accounting functions for Boxelder Sanitation District (BSD), which is a quasi-municipality organized as a Title 32 Special District under Colorado law. The purpose of this position is to plan, organize, and supervise all accounting-related functions for BSD including, but not limited to general accounting, policy development, cash management, budget, audit preparation, forecasting revenues and expenditures, purchasing and accounting-related contract compliance.

Position responsibilities include:

- Manage a team including, but not limited to training, scheduling, assigning and reviewing work, evaluating performance, performance coaching, recommending or carrying out various personnel actions, and promoting a positive, collaborative atmosphere.
- Research, evaluate, develop, and recommend general financial policies/procedures/manuals, and modifications to existing methods to improve effectiveness and efficiency.
- Supervise the Accounts Receivable and Accounts Payable functions.
- Assist with rate structure changes to ensure compliance with bond coverage requirements, inflation adjustments and market changes.
- Prepare monthly financial statements with budget comparisons, statement of cash and cash equivalents, cash disbursement listing, reconciliations, and reports related to BSD financial affairs; provide information, specific analysis, and appropriate training to others on financial and budgeting issues.
- Maintain cash control of District accounts, including reviewing account activities on funds to ensure accuracy and conformity with applicable controls and guidelines. Notify appropriate persons and/or take corrective actions as necessary. Review and

strengthen financial and accounting internal controls to ensure protection of BSD financial resources, including checks, purchase orders and cash.

- Respond to inquiries regarding the accounting matters of BSD, providing excellent customer service.
- Oversee customer billing. Develop and oversee delinquency policy changes, control disconnection of service, be a resource for resolution of problem accounts.
- Prepare/review adjusting entries and schedules for annual audit; schedule audit and work with auditors in answering questions, providing necessary information and explaining accounting/financial system; review audit results and implement necessary/recommended internal controls and/or other revisions.
- Prepare annual budget in conjunction with the District Manager and file budget with Division of Local Government and State of Colorado in a timely manner.
- Make all investments per direction from the BSD Board of Directors.
- Account for inventory of all assets and depreciable property, oversee annual inventory of all property and direct disposal of unusable assets.
- Prepare/review bi-weekly payroll records, quarterly and annual payroll returns, and other HR accounting-related matters.
- Perform other accounting and finance duties and any other duty assigned.

Position requirements:

- Bachelor's degree in Accounting or Business/Finance, from an accredited college/university. Thorough knowledge of accounting practices in the public sector including grant and fund accounting; budget analysis; preparation of financial statements; internal auditing of transactions; accounting software; and, general supervisory practices.
- 2-5 years of relevant experience.
- Proficiency with Microsoft Office programs (Excel, Word, Outlook), computerized accounting systems, and 10key.
- Ability to communicate and collaborate with District Manager, staff, customers, and public.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; reach with hands and arms; use a telephone or other electronic communication devices; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, climb, kneel, and twist while checking equipment or performing field work; stand and/or walk over both even and uneven ground; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction.

About Boxelder Sanitation District

Boxelder Sanitation District, located in Fort Collins, Colorado, responsibly provides water treatment to protect public health and our Poudre River.

BSD benefits include:

- Medical, dental and vision insurance
- Pension plan
- Optional 401(k) plan
- Paid holidays, vacation and paid time off
- Life insurance
- Professional development opportunities

EOE