



Position Overview

Supervision and Fiscal Responsibilities

Examples of Duties

- 50-009 Controller/Finance Officer

Health District of Northern Larimer County

Controller/Finance Officer

2

Manual from the Colorado Division of Local Government, state budget and investment statutes, adherence to GAAP and GASB pronouncements, and IRS regulations.

- Administers debt programs in accordance with policies, assuring payment of bonded debt principal and interest payments, tracks and reports monthly, monitors escrow accounts.
- Develops and maintains investment strategies and monitor investment portfolio of Health District, responsible for investment policy compliance and maximization of earnings within the investment policy.
- Directs and reviews cash/flow projection reports and prepare reports and documents necessary for budgeting decisions.
- Ensures procurement policies and procedures are in place for the procurement of goods, supplies and services needed in accordance with all applicable federal, state and local laws, prepares and issues solicitation documents for procurement needs, and assure purchasing practices are consistent, open and designed to encourage maximum competition and best value procurements.
- Prepares complex annual budget at the direction of the Executive Director/CEO, including revenue projections, annual operating and capital expenditures and budget analysis, and proactively manages and monitors budget compliance throughout the year, initiating changes in spending where required.
- Coordinates input from all programs and assure accurate and timely filing of all required state and local budget and tax revenue documents.
- Develops and maintains positive, professional, productive relationships with the public, consumers, other agencies, co-workers, and supervisors.
- Attends relevant local, state, and national meetings, conferences, committees, and trainings in order to maintain up-to-date knowledge and understanding the impact of issues relating to the scope of duties assigned, where time and budget allows.
- Works effectively as a positive team member, participating in group meetings, retreats, and special events, serves on the Health District Leadership Team, and assists with maintaining good communication between departments and staff.
- Serves as an exemplary ambassador for the Health District.

Qualifications

- Master's degree or greater in accounting, finance, public administration, business administration, management, or related field with 5 - 10 years of experience.
- 3+ years of management experience.
- Bachelor's Degree with 10 - 12 years of experience.
- Equivalent combination of education and experience level.

Knowledge, Skills, & Abilities

- Knowledge of, experience, and mastery in the principles and practices of general, fund, and governmental accounting.
- Knowledge of GAAP and GASB accounting standards and requirements.
- Knowledge of audit principles and practices budget planning, preparation and monitoring.
- Knowledge of the functional area and the organization's goals.
- Knowledge and evidence of skilled application of positive, productive management skills.
- Knowledge of principles and practices of risk management activities.
- Strong critical thinking, problem-solving and excellent organizational skills.
- Excellent verbal and written communication skills.
- Excellent computer skills with the ability to learn new software.
- Ability to anticipate factors that could influence organization strategy.
- Ability to represent the organization internally and externally.

Health District of Northern Larimer County

Controller/Finance Officer

3

- Ability to effectively select, train, coach, motivate, supervise, and evaluate staff.
- Ability to apply business logic and creating models/projections.
- Ability to analyze potential impact and effectiveness of various options.
- Ability to balance multiple demands, work both cooperatively within a team and independently.
- Ability to effectively interact, work, and develop meaningful relationships with people of diverse backgrounds, including cultural, beliefs, customs, socioeconomic status, abilities, genders, and gender identities.
- Ability to maintain professional, positive, productive relationships.

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.

Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Must have close visual acuity to perform activities such as preparing and analyzing data and figures, viewing a computer monitor, extensive reading.
- Must be able to sit or stand for prolonged periods.
- Must have eye-hand coordination and manual dexterity sufficient to operate a computer keyboard, telephone, photocopier, and other office equipment.
- Must have the ability to move from place to place on the job.
- Must have the ability to communicate information and ideas verbally so others will understand.
- Requires reliable transportation; valid driver's license and auto insurance if reliable transportation is by personal automobile.

Infection Prevention

During flu season, flu shots are strongly recommended for this position.

Equal Opportunity Employer

The Health District is committed to creating an equitable and inclusive workplace and proudly serves as an Equal Opportunity Employer. We welcome applicants from all backgrounds and ensure that all qualified candidates receive consideration for employment without regard to race, color, ethnic or national origin, ancestry, age, sex, pregnancy, disability, genetic information, veteran status, gender, marital status, sexual orientation, gender identity or expression, religion (creed), political beliefs, or any other characteristic protected by federal, state, or local laws.

We believe that diverse backgrounds and perspectives strengthen our organization, so we consider a combination of experiences to meet minimum qualifications. Experience may include related knowledge, skills, abilities, education, work, and lived/living experience. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.