

# Town of Milliken



1101 Broad Street  
Milliken, CO 80543  
Weld County

(970) 587-4331  
Fax (970) 587-2678  
<http://www.millikenco.gov>

## Accounting/Finance Director

---

FLSA STATUS: Exempt  
REPORTS TO: Town Administrator

DEPARTMENT: Administrative Services  
APPROVED DATE:

---

### POSITION SUMMARY AND DEFINITION:

The Accounting/Finance Director is under the general supervision of the Town Administrator. This position manages, and supervises the activities of the Accounting department. This position will implement the annual budget, manage accounts receivable and accounts payable, and administer invoicing and purchasing. This is a key support position for the Town Administrator and Town Board. Required superior leadership skills, technical competence, and committed to problem solving and customer service.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to the following:

- Oversees financial operations in compliance with generally accepted governmental accounting principles.
- Performs professional accounting services for accounts receivable and accounts payable.
- Effectively analyzes verification of records, money management, and technical accounting function.
- Prepares, analyzes, and makes recommendations regarding Town financial investments.
- Responsible for revenue and expense reports, accruals, journal entries, general ledger entries, bank reconciliation, comprehensive annual financial reports, intergovernmental financial reports, cash receipts, purchase orders, payroll, fixed assets, purchasing, utility billing, grant reporting support, debt management, internal and external audits.
- Manages the budget including revenue and expense projections.
- Assigns and supervises duties the Accounting Technician.

### CONTACTS:

*Citizens:* Contacts require the explanation of routine and easily understood information. May require the request for adherence to Town guidelines and rules without enforcement authority.

*Other Divisions/Outside Agencies:* Contacts are primarily made at a peer or supervisory level within other functions or departments to coordinate joint work activities and special events/projects. Participation in outside peer groups and organizations associated with job duties and responsibilities.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant state statutes and other regulatory mechanisms.
- Knowledge of regulations and general governmental planning issues.

- Knowledge of municipal government operations.
- Progressive track record in all aspects of government finance including experience in forecasting financial trends.
- Knowledge of governmental budgeting.
- Computer literate, with working knowledge of types of software generally used by an Accounting or Finance office.
- Provide effective leadership and coordinate the activities of the staff and other entities.
- Identify and respond to the public, Mayor, Board of Trustees, Town Administrator, and Staff on related issues and concerns in a timely manner.
- Interprets and apply federal, state and local policies, procedures and regulations.
- Analyzes problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Creative problem solver who possesses advanced knowledge of accounting principles.
- Has extensive knowledge for the preparation and review of accounts receivable and accounts payable.
- Gains cooperation through discussion, persuasion and consensus.
- Supervises and evaluates assigned staff

**MATERIAL AND EQUIPMENT USED:**

Personal computer and various software programs including Caselle, telephone, photocopier, calculator and fax machine.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is primarily performed in an indoor office environment. Requires filing, operating a computer, and occasional lifting of boxes. Overtime and flexible schedules may be required to fulfill work overload, public speaking in small and large groups.

**QUALIFICATIONS AND REQUIREMENTS:**

Candidates should be dedicated customer- service oriented professionals who have a progressive track record of expertise in all aspects of government accounting and finance, exhibit technical competence, and are committed to problem solving.

- Three years experience as a financial manager, with experience in governmental accounting.
- A Bachelors degree in accounting from an accredited institution.
- Excellent communication and organizational skills.

*The Town of Milliken is a drug-free workplace that provides employment opportunities in compliance with all pertinent federal, state, and local laws and Town values that promote employee participation in the delivery of quality services to and on behalf of the community. Accordingly, the Town celebrates diversity in the workforce.*

This job description has been reviewed and approved.

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date