

**CITY OF BLACK HAWK**  
**2024 Job Description**

---

<b>JOB TITLE:</b>	<b>Finance Director</b>	<b>DEPARTMENT:</b>	<b>Finance</b>
<b>REPORTS TO:</b>	<b>City Manager</b>	<b>EXEMPT:</b>	<b>Yes/At-Will</b>
<b>SALARY RANGE:</b>	<b>\$160,599 - \$224,838 / Annual</b>		

---

**SUMMARY**

This is a highly responsible administrative position, which involves coordinating and directing all City financial and information technology matters. Areas of responsibility include accounting, payroll, accounts payable, accounts receivable, budgeting, financial reporting, utility billing, debt management and sales/use/lodging/device tax administration. Additional responsibility includes oversight of the City's computer hardware and software (servers and desktops), data networks, telephone networks and photocopiers.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Directly supervise the employees of the Finance Department and Information Technology Department.
- Manage activities of the following areas: Accounting, Payroll, Accounts Payable, Accounts Receivable, Budgeting, Financial Reporting, Utility Billing, Debt Management and Sales/Use/Lodging/Device Tax.
- Manage all activities of the Information Technology Department including computer hardware & software, computer & telephone networks, servers, photocopiers and end user support.
- Responsible for the Finance Department and the Information Technology Department to continually evaluate and implement new process and technology solutions that will allow the City to provide cost effective services to the community.
- Responsible for fiscal management of the City's financial resources, including the generation of financial reports and assessments, recommend policies and procedures to the City Manager, evaluate financial information, objective analysis and realistic projections regarding the City's finances.
- Direct the investment of City funds in order to preserve safety while earning acceptable yields.
- Responsible for the Comprehensive Annual Financial Report for the City.
- Prepare financial management reports as requested.
- Provide financial advice and assistance to the City Manager and to other City departments.
- Responsible for lease administration and property management for the City's commercial space.
- Responsible for preparation of the Annual Budget while assisting other departments with financial information in budget preparation.
- Mastery of municipal taxation.
- Attend and participate in various meetings.
- Conduct departmental staff meetings.

**SUPERVISORY RESPONSIBILITIES**

Directly supervise the staff and activities of the Finance Department and Information Technology Department and delegate work responsibilities.

**ESSENTIAL QUALIFICATIONS**

Thorough knowledge of accounting principles, methods, procedures; thorough knowledge of financial and investment practices; thorough knowledge of budgetary procedures; thorough knowledge of data processing techniques, methods, and principles; knowledge of tax regulations; knowledge of Colorado gaming regulations; knowledge of principles of public finance and administration; a mastery of municipal taxation, ability to read, analyze, and interpret financial reports, laws and regulations; ability to present information on financial matters to groups of varying size and knowledge; ability to define problems, establish facts and draw valid conclusions; knowledge of computer systems and skill with personal computer programs; ability to plan and assign the work to others; extensive experience using Microsoft applications; ability to develop and maintain effective working relationships with employees, officials, other agencies and the general public; ability to prepare technical reports, budgets, and statistical analyses; good judgment, tact, and diplomacy.

## **PREFERRED QUALIFICATIONS**

- Experience in the public sector; knowledge of fiscal management as it relates to financing of public debt and strong people management skills.
- CPA or master's degree in accounting, business administration, finance, or related field.
- Solid background in municipal or public financial management, including a minimum of seven (7) years of increasingly responsible management experience.
- Knowledge of fiscal management including financing of public debt in a public sector environment.
- Knowledge of principles and practices of purchasing, sales tax administration, and Colorado gaming regulations.
- Ability to be innovative and creative in management of financial resources in an often changing and challenging environment.
- Ability to work effectively as a member of the City's Management Team.
- Superior communications ability in dealing with City Manager, City Council, peers, and subordinates.
- Exhibit a record of continuing education and professional development.

## **WORKING CONDITIONS**

Work is generally performed in an office environment; the employee is regularly required to use fingers, hands and arms; may sit for long stretches; occasionally may be required to stand, walk, climb long flights of stairs, stoop, kneel, or bend. Vision required for this job includes close vision and the ability to adjust focus. Work requires attendance at various City Council meetings and work sessions during evening hours. Stress level can be high due to the nature of the job.

## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

**I have read and fully understand the duties of the job description.**

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_