



Finance Director

Department: Finance Department
Reports to: Town Manager

FLSA: Exempt
Grade: 100

SUMMARY: The Finance Director is department head of the Finance Department, and performs complex supervisory, administrative and technical accounting and finance functions necessary to maintain the accounting and financial records of the Town; directs the financial and accounting operations and manages the Town's financial resources to assure the fiscal well-being of the Town of Telluride. This position is an executive level position and a key contributor to the Town's leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Department Management

- Serve as chief financial advisor to the Town Manager and Town Council
- Estimate, forecast, and monitor the Town's financial condition
- Perform long range financial planning
- Coordinate, evaluate, and plan Finance Department services, programs, activities
- Develop and implement policies and procedures
- Direct the collection of taxes and fees
- Prepare the annual Town budget, financial statements, and reports
- Oversee the Town's audit
- Evaluate the Town's financing needs, make recommendations; secure and administer debt financing
- Oversee and monitor the investment of Town funds
- Perform financial studies and plans as needed
- Serve as the Town's Loss Control Officer and Procurement Officer
- Provide technical expertise and ensures that work is performed in accordance with legal requirements

Supervision

- Hire, train, oversee, and evaluate Finance staff
- Assign duties, review work, direct changes
- Perform duties of staff when needed
- Assess staffing needs and make adjustments

Administration

- Prepare Finance Department budget recommendations; oversee budget administration
- Make oral presentations, prepare informational materials to Town Council
- Monitor revenues and expenditures; perform cost control activities
- Apprise the Town Manager of issues and potential issues
- Establish and maintain internal control procedures and assures that standard accounting procedures are maintained
- Oversee preparation of governmental reporting and financial records management
- Negotiate and contract for services and administers contracts
- Maintain education through professional finance organizations and stay current on governmental accounting and auditing policies

Safety

- Serve as CIRSA Liaison
- Work safely to prevent at-fault accidents

MINIMUM QUALIFICATIONS (Education/Experience/Licenses/Certifications):

This job description indicates in general the nature and levels of work, knowledge, skills, and other essential functions expected of an employee and is subject to change at any time. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Must be able to perform the essential functions of the job with or without accommodation. This job description does not constitute an employment agreement between the employer and employee. Employment with the Town of Telluride is at-will.



Bachelor's degree in finance, accounting, business or related field required; Master's degree in finance, accounting, business or related field desired; Certified Public Finance Officer, or ability to obtain within two (2) years, or CPA required; 5-6 years of experience working in public finance desired; 2-4 years of supervising employees; or any equivalent training, education or experience, preferred.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: federal, state, local laws and legal procedures; accounting, budgetary, and reporting systems; GAAFR, GAAP, and GASB; management information systems and financial software.

Skill in: budgeting; financial analysis; accounting; auditing; financial planning; strategic thinking; effective oral and written communication; leadership.

Environmental Factors:

Work is performed primarily in a standard office environment and in and around the Town's buildings and facilities.

Physical Factors:

While performing the duties of this job, the employee is often required to sit for extended periods of time; may occasionally be required to lift and/or move items weighing up to 20 pounds.

TOWN OF TELLURIDE

STAFF MISSION & VALUES

STAFF MISSION: Town of Telluride Staff works to support the goals of the Town Council while accomplishing the daily operations of the Town and upholding Telluride's core values.

STAFF CORE VALUES

CONNECT COMMUNITY: We are stewards and ambassadors of the Town of Telluride. We drive positive impact by being active participants in our community, with respect for work-life synergy and healthy boundaries. We empower the involvement of others who aspire to help make a difference. We demonstrate knowledge of the community and organization, provide accurate information and timely service, solicit feedback, and remain open to new ideas and change.

ENABLE COMMUNICATION: We are approachable, authentic, positive, and clear when engaging with others. We demonstrate an understanding of other points of view when interacting with other staff, community members, and visitors. We are adaptable in our methods of interaction, flexible to others' needs, and we facilitate access to information and Town services. We listen to understand, maintain tact, composure and professionalism with each other and the community.

EMPOWER TEAMWORK: We approach work with the Town team and community in mind, creating a culture of belonging and trust. We are all leaders in our own positions, willing to assist others and to ask for assistance. We maintain positive, collaborative, respectful working relationships with other Town staff and departments. We exchange ideas and knowledge and are solution focused to help each other solve problems, resolve conflict, and accomplish goals.

PURSUE EXCELLENCE: We perform work with attention to detail and pride in the outcome. We practice resource equity for fair distribution of time, responsibilities and tools that enable everyone's success and prosperity. We uphold and comply with the Town's policies without ego or personal bias and take responsibility for decisions and actions. We are active learners, pursuing personal growth and professional development to strengthen the team. We acknowledge and celebrate our personal, and Town's, success.

Effective/Revision Date: May 2025

This job description indicates in general the nature and levels of work, knowledge, skills, and other essential functions expected of an employee and is subject to change at any time. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Must be able to perform the essential functions of the job with or without accommodation. This job description does not constitute an employment agreement between the employer and employee. Employment with the Town of Telluride is at-will.