Job Description

**Assistant Manager of Financial Services**

**Division/Department:** Administration/Financial Services Department  
**Reports To:** Financial Services Manager  
**Type of Position:**  
- Full-time  
- Part-time  
**Status:**  
- Exempt  
- Nonexempt

**General Statement**

The Assistant Financial Services Department Manager is responsible for assisting with the management and oversight of the Finance Department and its staff.

**Essential Duties and Responsibilities**

The Finance Department is responsible for accounting, banking, budgeting, investment management, debt management, accounts payable, payroll and procurement. The Assistant Department Manager may be wholly or partially responsible for the following:

- Planning, coordinating, and/or managing the annual operating and capital budget process and reports.
- Assist with department staff’s development and performance reviews.
- Assuring compliance with applicable federal and state requirements regarding spending and financial reporting.
- Directing and assisting with the supervision of all accounting functions, including assisting with annual external audits.
- Providing oversight to the project accounting function.
- Monitoring and reviewing allotment agreements, intergovernmental agreements and other contracts in terms of their financial impacts.
- Leading the billing activity for the Colorado-Big Thompson Project (C-BT) joint works charges and assessments/annual invoicing to Enterprises and participants.
- Analyzing and participating in discussions and activities associated with Federal funding of C-BT joint works facilities.
- Assisting in cash management and investing Northern Water funds pursuant to investment policies.
- Participating in issuance of debt, management of financial instruments and agreements, and managing relationships with rating agencies.
- Preparing documentation of Northern Water and Subdistrict accounting policies and procedures.

Submitted resume and cover letter by – Open Until Filled to:  
Northern Water  
220 Water Avenue  
Berthoud, CO 80513 careers@northernwater.org  
Preferred

**Posted:** April 15, 2020  
**By:** LB  
**Removed:**  
**By:**

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• Managing and participating in indirect cost allocation and cost of services studies.
• Managing and reviewing the charges for services including internal and external labor charges.
• Leading annual updates to the financial rate model including Forward Guidance document for future wholesale rates.
• Overseeing special projects and coordinating finance software technology projects.
• Assisting employees and the public with questions.
• Planning and conducting training as needed.

Other Duties and Responsibilities

• Assist in oversight and delivery of procurement processes as needed.
• Special projects and research as assigned.
• All other duties as assigned.

Education and Experience Requirements

Education

• Bachelor of Science Degree in Finance, Accounting, or Business Administration with concentration in Accounting or Finance.
• Master’s degree in either Finance, Business Administration, or Public Administration is highly desired.

Experience

• Ten (10) years of professional management experience in municipal or local government finance.
• Three (3) years of supervisory responsibilities.
• Experience with Federal contracting and budgeting processes is highly desired.

License, Certificate, and Credential Requirements

• One or more of the following certifications is required:
  o Certified Public Accountant (CPA), Certified Government Financial Manager (CGFM), Certified Internal Auditor (CIA), and/or Chartered Global Management Accountant (CGMA).

Knowledge, Skills and Abilities

Knowledge:

• Capital project finance, including reserve funding, municipal debt issuance, and refunding.
• Cost-of-services and other cost studies.
• Local government operating and capital budgets (philosophy, forecasts, preparation, all process steps, drafting, and management).
• Government Accounting Standards Board (GASB) principles, auditing, internal controls, preparing Comprehensive Annual Financial Reports.
• Banking functions, cash management and investment of public funds.

Skills:

• Excellent managerial and supervisory skills.
• Strong interpersonal and communication skills.
• Use of Enterprise Resource Planning (ERP) systems.
• Self-starter.

Abilities:

• Communicate effectively across all levels of the organization.
• Work collaboratively in a team environment.
• Work independently as needed
• Protect confidential information.

Physical Requirements

• Occasional physical activity is required, including walking, bending, stooping or climbing stairs.
• Prolonged sitting and operation of keyboard devices.
• Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

Other Requirements

• Maintains a personal appearance appropriate for job position and image of Northern Water.
• Pass a background check.

This job description in no way states or implies that these are the only duties to be performed by this employee. Northern Water is an Equal Employment Opportunity Employer.