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Berthoud, CO 80513
Email Preferred: careers@northernwater.org

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Financial Services Department Manager

Division/Department: Finance and Administration/Financial Services
Reports to: Director of Finance and Administration
Location: Berthoud, CO
Type of Position: Full-time
Status: Exempt
Salary Range: \$126,542 - \$160,654

GENERAL STATEMENT

This role is responsible for overseeing accounting, budgeting, financial reporting, payroll, and procurement functions, while maintaining compliance with all relevant regulations and internal policies. The Financial Services Department Manager will collaborate with senior leadership and external stakeholders to provide strategic financial insights that support Northern Water's mission and long-term objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs all financial operations, including governmental accounting, budgeting, financial reporting, internal controls, payroll, and procurement.
- Leads the annual budget process to ensure accuracy, transparency, and alignment with organizational goals. Oversees the preparation of the Budget Books, collaborating closely with the Communications Department.
- Oversees the preparation of the Annual Comprehensive Financial Reports (ACFRs), ensuring compliance with GASB standards and other regulatory requirements. Collaborates closely with the Communications Department.
- Compiles and presents financial information, forecasts, and variance analyses to senior leadership and the Board of Directors. Manages and maintains rate, reserve and indirect cost studies.
- Manages payroll processes in adherence with federal and state laws, and ensure compliance with all applicable regulations, including GAAP and GASB guidelines. Collaborates closely with the Human Resources Department.
- Establishes and maintains procurement procedures, collaborates with the Contracts Department, and ensures all activities comply with laws and regulations.
- Supervises and mentors the financial services team, fostering a culture of collaboration, professional growth, financial stewardship and integrity, and excellence in public service.
- Maintains optimal cash flow, oversees investments, and conducts regular financial risk assessments.

- Leads internal and external audits, consulting with auditors to deliver transparent, timely, and accurate reporting of public funds.
- Establishes and refines financial policies and procedures to improve operational efficiency and uphold public fiduciary responsibilities.
- Manages debt financing strategies, including evaluating loan options, ensuring compliance with financial regulations, and optimizing capital structure to support organizational goals.
- Partners with internal departments to support financial planning, capital project financing, and strategic organizational initiatives.
- Stays informed of current legislation, best practices, and industry trends relevant to governmental finance and public-sector financial management.

OTHER DUTIES AND RESPONSIBILITIES

- Special projects and research as assigned.
- All other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field, with a focus on governmental accounting.
- Master's degree preferred.

Experience

- Minimum 10 years of experience in governmental financial management or a related field
- At least 5 years of proven leadership or supervisory experience in a government or public-sector setting

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- CPA or CPFO designation strongly preferred.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- In-depth understanding of federal and state grant regulations, public procurement laws, vendor management, purchasing card programs, vendor payments, 1099 and W-2 processing, and MSRB compliance.
- Comprehensive knowledge of governmental financial management standards, auditing programs, GAAP, GASB, APA, NIGP, and GFOA.
- Proficiency in financial software systems (Infor experience preferred) and advanced skills in Microsoft Excel, including financial modeling.

Skills

- Strong problem-solving capabilities, strategic thinking, and attention to detail.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across multiple departments, with external partners, and with the Board of Directors.

Abilities

- Demonstrated ability to manage people and teams.
- Willingness to work on a variety of assignments and support a variety of strategic initiatives.

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 of the job.

OTHER REQUIREMENTS

- Maintains a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.