



Controller / Business Office Manager

Salary Range: \$89,000 - \$123,000

Fort Collins – Loveland Water District
Revision Date: February 8, 2017

General Purpose:

Plans, coordinates, administers and directs the operation of the District's financial, billing, business office and human resources operations. Reports directly to General Manager.

Essential functions:

- Highly responsible professional and administrative work directing the overall financial activities of the District, including budget, accounting, payroll and other financial activities.
- Manages, supervises and directs the activities of assigned staff (customer service, billing and A/R, A/P, payroll and front desk administration) and functions.
- Guides, trains and develops employees in the accomplishment of their duties.
- Safeguards the District's assets and regularly and accurately reports its financial status.
- Strategically plans for the future, including cash flow preparation and analysis.
- Coordinates the issuance of bonds and other debt instruments.
- Work with outside auditor on the annual audit of the financial statements.
- Works with consultant on rate setting.
- Directs and manages all business office activities, including billing, accounts receivable, customer service, accounts payable, database management and reception of walk-ins.
- Responsible for payroll function, ensuring employees are paid accurately and on time. Work with third party payroll service to confirm that all current wage and payroll laws are being performed accurately.
- Compensation analysis and developing pay plan.
- Manages multiple human resource activities, including: compliance with employment laws and regulations, benefit programs (including open enrollment) and employee guidelines.
- Maintains a disaster recovery plan
- Record retention (state guidelines)
- Insures compliance with the Colorado Calendar of Statutory Deadlines
- Designated Election Official (coordinate bi-annual Board of Directors election).

Other Job functions:

- Performs other duties as assigned.

Supervisor duties:

- Directly manages accounting, customer service, billing and business office staff.

Knowledge, skills and abilities:

Knowledge of:

- Policies, procedures and goals of the District.
- Accounting, budgeting, financial reporting, purchasing, auditing, and bookkeeping policies, goals and procedures.
- Theory, principles, practices of automated accounting and methods of governmental accounting including Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) statements and pronouncements.
- State and local statutes and resolutions.
- FLSA, IRS, EEO, FMLA, ADA and federal and state requirements.

Skills in:

- Overseeing and performing special accounting and audit processes and complex mathematical computations and accounting tasks
- Planning, organizing, assigning and coordinating the activities of a professional and technical staff.

Ability to:

- Develop, recommend, implement and evaluate policies and procedures
- Supervise and direct employees, monitor departmental operations and customer service to ensure quality control, and to identify and resolve deficiencies.
- Research, evaluate, and implement new methods and techniques for operational improvement.
- Learn and understand basics of Colorado water law.
- Communicate effectively orally and in writing with various audiences.
- Respond with tact, composure, and courtesy when dealing with difficult situations

Education and / or experience:

- Bachelor's degree in Accounting, Finance or Business Administration. Registration as a Certified Public Accountant (CPA) is strongly preferred.
- Three (3) years' experience in increasingly responsible management positions.
- Experience in a small office atmosphere where multi-tasking is necessary.

Working environment:

- Work is performed in an office environment that may require sitting for extended periods of time, repetitive keyboard motion, reaching, bending and kneeling.
- Ability to consult with others in the department and interpret printed or electronic data on a daily basis.

Material and equipment directly used:

- Personal computer
- General office equipment

Benefits:

- Group health plan
- Life, AD&D & LTD insurance
- 401 plan with employer match
- 457 plan (deferred compensation)
- Paid holidays
- Paid vacation and sick leave
- For CPA, paid CPE coursework and membership in Colorado Society of CPAs.

This job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

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