Community Background
The Town of Wellington, Colorado’s Northern Gateway, is located on Interstate 25 ten (10) miles north of the City of Fort Collins and thirty (30) miles south of Cheyenne, Wyoming along the Front Range of the Rocky Mountains offering easy access to either of these large cities while giving its residents the closeness of small town charm. With flourishing development activity, Wellington shows great promise for the future.

The town covers more than three square miles, with an additional 13 miles in the town’s growth management plan which will help define a continued pattern of expansion for years to come. The long-range plan for Wellington includes a nucleus of small-town amenities, residential regions, excellent schools, including a new high school under construction, a relatively large area of commercial and light industrial, surrounded by rural housing and agricultural land. The community has an “old town” center surrounded by affordable housing developments containing parks and trails.

Wellington is connected to the Front Range and the rest of the nation with a North-South Interstate Highway (I-25), and close by there are two East-West Interstate Highways (I-70 and I-80). The Town of Wellington, as the 4th fastest growing municipality in Colorado, has experienced unprecedented growth over the years and is expected to see continued growth, predicted to be around 8% annually in the next few years. The Town in its efforts to create a strong retail sector shares a strong partnership with the Wellington Chamber of Commerce, Main Street Program, and other outside agencies.

People are drawn to Wellington for the quality of life, abundance of jobs, affordable land, moderately priced homes, award winning schools and countless acres of open space and trails on the Front Range of the Rocky Mountains.

Within the 135 acres of open space and 7 parks, the Wellington recreation department organizes many community events and activities for children and adults including the annual 4th of July festival, Christmas Parade of Lights and much more. The library offers additional programming for adults and youth.

One of Wellington’s assets is the availability of high-quality schools as part of the Poudre School District. Two elementary schools along with Wellington Middle School focus on supporting and educating the youth of the community. In December 2019, construction began for a new middle/high school which will serve 1500 students starting in 2022. The current middle school facility will be repurposed to serve Grades 4 and 5.

Wellington is conveniently located near the Colorado State campus located in Fort Collins which is home to more than 33,000 students. The campus is known for its vibrancy, and amenities including highly attended athletics and cultural arts programs. The university serves as one of the economic engines for the region. Additionally, residents have the choice of the Aims Community College is located in nearby Greeley and Laramie Community College located just 30 miles away in Laramie, WY.

WELLINGTON AT A GLANCE

<table>
<thead>
<tr>
<th>Population:</th>
<th>11,500 (est.)</th>
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<tbody>
<tr>
<td>Elevation:</td>
<td>5,201</td>
</tr>
<tr>
<td>Households:</td>
<td>5,438</td>
</tr>
<tr>
<td>Total Annual Budget (2020):</td>
<td>$61,793,000</td>
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<tr>
<td>Land Area:</td>
<td>3.4 square miles</td>
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<tr>
<td>Median Home Value:</td>
<td>$280,700*</td>
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<tr>
<td>Median Household Income:</td>
<td>$88,978*</td>
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</tbody>
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*Source: US Census
Wellington, Colorado—Finance Director

**Town Government**

Wellington continues to further its reputation as a well run, financially sound organization. This growing community has a track record of fiscal stability with strong general fund revenues and, while sales tax performance is lagging slightly, a commitment to economic development strategies has been implemented to shore up the commercial sales tax collections. The Mayor and six elected at large trustees establish policies to guide the Town’s values, mission and goals. An appointed Town Administrator who has been with the Town for 3 years oversees an efficient staff of 40 employees who deliver comprehensive municipal services including building plan review and inspections, road maintenance, park and cemetery maintenance, water and sewer services, the public library, senior center and code enforcement. The honest, hard-working team of employees is focused on superior quality of customer service to their residents and businesses. The Finance Director is appointed by and reports to the Town Administrator. The position will work hand in hand with the executive management team to provide progressive and collaborative solutions to residents and businesses.

The Town is on a January 1 fiscal year. The Town has a total FY 2020 budget for all funds of approximately $62 million. Notably, there is a planned approximately $23 million dollar capital expense in this budget to address the water plant and other significant capital needs. Impact fees and Charges for Service make up the bulk of the revenue stream. There are 9 funds including General Fund and Capital Improvement funds. The five-year Capital Improvement plan is also considered as a means to plan for and address long-term infrastructure expenses.

**The Finance Department**

The Finance Department oversees the traditional finance duties including budget preparation, annual audit, monthly financial reports, purchasing, accounts payable/accounts receivable, payroll, utility billing including water, wastewater and storm drainage; regular interaction occurs with the information technology function. The Director also serves as the Treasurer for the Town providing investment advice and guidance to the elected and appointed officials as they carry out their fiduciary responsibilities.

**Budget** - The Town is on a January 1 fiscal year. The Board adopts a mill rate in December of each year. The departmental staff in conjunction with the Finance department prepares the budget which is then reviewed by the Town Administrator and approved by the Town Board.

**Operational Oversight** - Daily oversight of the financial operations is required for this position including developing and maintaining internal systems and processes in keeping with financial best practices, GAAP and GASB; preparing the CAFR, serving as financial advisor and long-range financial planning and forecasting. The Director will provide a monthly financial report to the Town Administrator. The Director will work closely with the other department directors on financial matters. The Director fosters a strong, professional customer service orientation for employees of the Finance Department.

The Town’s Finance Department consists of three and one-half employees: the Director, the assistant finance director, utility billing clerk, and one part time accounting services clerk. A purchasing manager position is presently under consideration in the 2020 budget.
Opportunities for the Finance Director

The next Finance Director for the Town of Wellington can expect to be involved in handling the following:

• Establish a highly collaborative working relationship across departments to support their efforts and provide guidance, advice on best practices and financial expertise to ensure fiscal accountability.

• Improve the financial reporting materials offered to appointed and elected officials to allow them to consider policy consequences, long term trends, and impacts of decisions to assist in their efforts to govern effectively.

• The Finance Director will assist in developing a multi-year strategy to implement technology enhancements in the organization with an eye to improve the business functions offered. Change for change sake is not desired.

• The Finance Director will be expected to further the development of the department staff, create a learning environment that fosters growth and innovation.

• The Finance Director will be charged with evaluating the purchasing process and established protocols, tools and methods to implement modifications to improve efficiency.

• The Finance Director will develop an annual spending plan that ensures fund balances remain strong; communicate budget policy and ensure organizational priorities are addressed; control operational expenses and guide reinvestment into the infrastructure. Implement the GFOA Budget award best practices. The Town has a long-term goal to secure the GFOA budget award.

• Continue to develop a long-term rate strategy for the water, waste water and drainage funds to ensure necessary funding for required capital improvements including an effective resident communication strategy.

CANDIDATE QUALIFICATION CRITERIA

The Finance Director is a key member of the Town’s executive team. This resilient, hard working individual will require strong technical aptitude, highly developed interpersonal skills, excellent professional credentials and strong communication skills. The next Finance Director will approach challenges with an analytical perspective, framing recommendations with a forward thinking, sustainable perspective. The Director must have a strong desire to work in a collegial, team-oriented environment. He/she must have a sense of humor, be a highly motivated, self-starting and confident individual. The successful candidate will demonstrate the ability to prioritize projects, navigate conflict and demonstrate strong supervisory skills.

The Town is seeking proven candidates committed to excellence in the delivery of public finance management services. The following factors of education, experience, leadership management style, and personal and professional traits have been identified as necessary and/or desirable for the Director to succeed in this position.
Education and Experience

- Graduation from an accredited college or university with a bachelor’s degree in accounting, finance or related field is required. A master’s or related degree (MA, MBA, MPA, CPFO and/or CPA degree) is highly desired. Appropriate FEMA certifications helpful.

- A minimum of seven years of progressively responsible and technically complex public sector financial management experience; an equivalent combination of education and experience, may be considered. Demonstrated supervisory responsibility in a functionally similar position is desired. Colorado local government experience and knowledge of the TABOR statute is a plus.

- Knowledge of finance department functions and government accounting principles and standards is required. Experience with coordinating and overseeing the annual audit, levy, annual budget, TIF audit/report, fixed asset reporting/disposition/depreciation and required narratives for the CAFR.

- Strong understanding of modern budgeting practices including preparation of Town-wide annual budget; preparation of transmittal letter, analysis, schedules and supporting documentation. Understand and experience with GFOA budget award guidelines.

- An ability to research, formulate, initiate and administer financial policies and procedures that are founded in best practices but adapted for a small organization with limited personnel.

- Demonstrated support for and consultation with Town departments on budgetary matters and asset management; develop financial and cost analyses to support sound decision-making.

- Experience and supervision of a financial accounting system; knowledge of new system implementation challenges and adaption of practices to ensure effective use of technology.

- Have demonstrated supervisory experience in creating an environment of trust, integrity and mentorship where employees respect one another and where the Department consistently functions at a high level of customer service.

- Have a demonstrated ability to provide strategic leadership, develop forecasting tools, prepare and communicate long-range financial projections; strong ability to relay financial matters in a common sense, straightforward fashion to ensure understanding. Possess strong presentation, writing and interpersonal skills.

- Be technologically savvy and have a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information to citizens. Possess proficiency in MS Word, PowerPoint and Excel.

- Experience in working and collaborating with elected and appointed officials, and committees.

Management Style and Personal Traits

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.

- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.

- Be a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.

- Be a positive and flexible team builder who demonstrates a strong work ethic and creativity in solving problems, encouraging employees to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of municipal services. Be a manager who both defends his/her staff when appropriate and holds the team accountable.

- Have an open, friendly personality, a sense of humor and a calm, deliberate demeanor; be one who can establish trust quickly with others.
COMPENSATION AND HOW TO APPLY
The starting salary range for this position is +/- $101,000 DOQ/E.

Candidates should apply with resume, cover letter and contact information for five work-related references to http://govhrjobs.com/ to the attention of:

Kathleen Rush, Vice President
GovHR USA
630 Dundee Road, #130
Northbrook, IL 60062
Tel: 224-282-8312.

The Town of Wellington is an Equal Opportunity Employer.