Meridian Service Metropolitan District
Job Description

Job Title: Finance Director
Reports To: General Manager
FLSA Status: Exempt
ACA Status: FT
Salary Range: $115k-$135k

Summary: The Finance Director serves as the District's senior financial leader and strategic advisor and provides executive leadership, strategic direction, and oversight of the District's financial and accounting functions. The Finance Director is responsible for ensuring the District maintains strong financial management practices, effective internal controls, accurate and timely financial reporting, regulatory compliance, and sound long-term financial planning. This position provides oversight of budgeting, forecasting, financial reporting, audits, accounting operations, cash and investment management, financial policies and procedures, and long-term fiscal planning.

Duties and Responsibilities

- Provides strategic leadership and hands-on operational ownership of Finance and Accounting; assesses department needs and implements improvements to systems, staffing, and workflows.
- Supervises and mentors Finance personnel, establishes clear responsibilities, and addresses performance and conduct concerns with consistent accountability.
- Supports the Accounting Supervisor through timely decisions, clear priorities, reasonable assignment timelines, training, and appropriate authority.
- Serves as the District financial advisor and presents financial analysis, risks, and recommendations to leadership and to the Board as directed.
- Leads annual budget development, monitors financial performance, and directs short- and long-term operating and capital forecasts.
- Oversees accounting operations, reconciliations, financial close processes, and accurate, timely financial reporting.
- Maintains effective internal controls and compliance with governmental accounting requirements; leads audits and resolves identified deficiencies.
- Oversees cash management, banking, investments, debt obligations, and financial analysis of contracts, capital projects, and long-term commitments.
- Leads financial integration for District consolidation and accounting-system transitions, including records, assumed debt, data validation, and staff training.
- Establishes financial policies, SOPs, calendars, and cross-training; clarifies responsibilities across departments and coordinates the transfer of existing Finance duties.

Supervisory Responsibilities

The Finance Director directly supervises the finance department and provides executive leadership and oversight of the District's finance and accounting functions. The Finance Director establishes performance expectations, assigns responsibilities, evaluates performance, provides coaching and professional development, addresses performance concerns, and ensures appropriate accountability within the department.

Education/Experience

- Bachelor's degree from an accredited college or university in accounting, finance, business administration, public administration, or a closely related field required.
- Minimum of seven years of progressively responsible experience in accounting, finance, budgeting, or financial management, including significant responsibility for organizational financial operations.
- Minimum of three years of management or supervisory experience required.
- Experience in governmental, municipal, special district, utility, or other public-sector finance strongly preferred**.**
- An equivalent combination of education and relevant experience that demonstrates the required knowledge, skills, and abilities may be considered.

Required Skills and Abilities

- Comprehensive knowledge of governmental accounting, GASB standards, budgeting, financial reporting, auditing, and applicable accounting standards.
- Strong financial analysis, forecasting, and planning skills, including the ability to manage complex budgets, identify risks, and recommend practical solutions.
- Demonstrated supervisory ability to establish expectations, delegate effectively, address conflict, hold employees accountable, and develop staff.
- Strong understanding of internal controls, segregation of duties, financial risk management, and fiscal accountability.
- Ability to make sound, timely decisions, define responsibilities and authority, and lead operational and process improvements.
- Excellent communication and relationship-building skills, including the ability to explain complex financial information clearly and exercise discretion.
- Strong organizational skills, attention to accuracy, and proficiency with accounting systems, spreadsheets, and reporting tools to manage competing priorities and deadlines.

Work Environment

- Work environment typically ranges from moderate noise levels.
- Work location includes indoor environment.

Physical Demands

- Ability to sit for long periods of time.
- Must be able to see, talk and hear effectively.
- Must be able to lift 20 lbs.

Certificates and Licenses

- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO), Certified Government Financial Manager (CGFM), or comparable professional financial certification preferred**.**
- Valid Colorado driver's license.

Equal Opportunity

Meridian Service Metropolitan District is an equal opportunity employer and is committed to fostering an inclusive and diverse workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, or any other protected characteristic as outlined by federal, state, or local laws. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. We encourage individuals from all backgrounds to apply and join our team.

I acknowledge that I have received, read, and understand this job description. I understand that it is intended to describe the general nature and level of work assigned to this position and is not an exhaustive list of all duties and responsibilities.

Employee Signature_____Date_____