



303-681-2324

[www.townoflarkspur.org](http://www.townoflarkspur.org)

### **Position Summary:**

The Accounting Manager is responsible for the financial activities of the Town including accounting, payroll, capital assets and revenue collection. The Accounting Manager also assists in the development and administration of the annual Town budget. This position is replacing a part-time position.

### **Primary Responsibilities:**

The following is an overview of the primary duties of the Accounting Manager, but it is not an exhaustive list.

- Maintain and reconcile general ledger accounts
- Reconcile bank accounts monthly
- Work closely with accounting staff to ensure accuracy and adherence to procedures
- Build relationships with Town staff & residents, outside community and government agencies
- Review utility billing, reconcile and collect on past due accounts
- Review accounts payable
- Reconcile major vendor contract status
- Review & reconcile payroll
- Prepare financial statements in accordance with GAAP & GASB Fund accounting
- Maintain Fixed Asset tracking
- Prepare and monitor Annual Town Budget, making necessary amendments
- Forecast cash flow requirements
- Prepare required state reports
- Maintain relationships with funding agencies
- Maintain debt schedules
- Research & recommend funding opportunities when needed
- Provide financial analysis for capital needs
- Prepare multi-year Capital Budget
- Monitor Grant accounting & compliance requirements
- Prepare for & assist in the annual audit, including preparation of the MD&A
- Prepare for Single Audit, when necessary
- Review & evaluate internal controls
- Strategize for future Town opportunities
- Accept new projects as they arise
- Attend & present financial statements at Town Council Meetings

**Mailing address:**

**P.O. Box 310, Larkspur, CO 80118**

**Physical address:**

**8720 Spruce Mountain Rd, Larkspur, CO 80118**

- Advise Town Council and Town Manager on financial matters
- Prepare & present resolutions for Town Council financial needs
- Prepare TABOR calculations
- Stay abreast of and adhere to governmental accounting changes
- Preside over Budget retreats & present proposed budget at Public Hearing
- Develop & recommend financial policies
- Work well in a team environment
- Ability to problem solve
- Interact positively and professionally with the public
- Manage multiple deadlines, as required by law & Town Council
- Perform related duties as assigned by the Town Manager or Deputy Town Manager.

**Qualifications:**

- CPA or CPFO preferred
- Five years of progressively responsible governmental (fund) accounting experience preferred
- Detail oriented professional with the ability to go beyond traditional accounting responsibilities
- Problem solver and forward thinker with ability to anticipate Town financial needs
- Willingness to accept public input and discuss financial matters with residents

This job description outlines the basic requirements, duties and general responsibilities of the position of Accounting Manager. This position is “at-will”, which means the Town of Larkspur may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason. This is a full-time salaried position.

Please send resumes and cover letter to:

Town of Larkspur  
Accounting Manager Position  
8720 Spruce Mountain Rd.  
Larkspur, CO 80118