



7903 Allison Way Arvada CO 80005 303-424-3012 303-432-7995 fax

## Finance Director Position Opening

The Arvada Fire Protection District has an immediate opening for a Finance Director. This is a full-time, FLSA exempt position.

The primary duty of the Finance Director is the performance of non-manual office work directly related to the management and general business operations of the District's finance section. The Finance Director is expected to exercise discretion and independent judgment in establishing and implementing accounting and bookkeeping programs that ensure the District's finance section operates efficiently and effectively, and in conformance with all laws and generally accepted accounting procedures and standards.

The Finance Director is responsible for the management of the programs and staff of the finance section, directly or indirectly, including; finance, accounting, budgeting, audit support, purchasing and procurement processing, payroll and personnel management.

### Competitive Salary and benefits package include:

- Medical, dental and vision insurance
- Matching contribution to 401(a) retirement plan
- Life and disability insurance
- Starting salary \$105,000 – \$125,000 depending on qualifications

### Minimum Qualifications:

- At least 18 years of age
- Bachelor's Degree in Accounting or Bachelor's Degree in a related field with a minor in accounting.
- 5+ years' experience in finance, accounting and budgeting, and 3+ years' experience in governmental accounting and fiscal operations at a supervisory level.
- Current CPA license preferred.

### To Apply:

Submit a current resume and cover letter by 5:00 pm on Thursday March 1, 2018.to:

Arvada Fire Protection District  
Attn: Human Resources  
7903 Allison Way  
Arvada, CO 80005

View the job description at [www.arvadafire.com](http://www.arvadafire.com).

Offers of employment are contingent upon passing a drug screen and background check (employment, criminal, motor vehicle).

**Arvada Fire Protection District is an Equal Opportunity Employer**