Finance Director/Chief Operating Officer

The City of Lone Tree is looking for a talented, motivated individual to serve as its Finance Director and Chief Operating Officer. As a member of the City’s Senior Leadership Team, the Finance Director/COO will be a key driver toward Lone Tree’s stated goal to be a national model for our innovative, customer-focused and efficient city government. As Lone Tree looks to build on its success to date and forward to its very exciting future, its new Finance Director/COO will lead a team of talented finance and information technology staff members to help us achieve the City’s enormous potential.

Lone Tree prides itself on its politically stable, pragmatic and entrepreneurial approach to problem solving. If you have demonstrated skills in complex government finance, accounting, and budgetary functions, combined with a passion to use technology to re-invent local government service delivery, this is the place for you.

Abraham Lincoln said, “The best way to predict your future is to create it.” In this role, you’ll have that chance.

WHO WE ARE

We are a thriving, business-friendly, family-oriented suburb located at the foot of the Rockies. Our 14,000 residents enjoy world class cultural and recreational amenities in Lone Tree and the region. Two freeways and RTD light rail connect our community to Downtown Denver, the Denver International Airport and the region.

The City is also a retail and employment hub for the south Denver metro area – home to over 1,700 businesses including Charles Schwab, Sky Ridge Medical Center, Kaiser Permanente and Park Meadow Retail Resort.

OUR FUTURE

In addition to continued infill development, Lone Tree is embarking on an ambitious and unique 2,000 acre mixed-use greenfield development. Known as RidgeGate East, the development will nearly triple the City’s residential population and add nearly 10 million square feet of commercial space. Planning for and guiding the development of this area will be a major focus of the City for the foreseeable future.
THE POSITION

The Finance Director/Chief Operating Officer is responsible for all financial and information technology matters for the City of Lone Tree.

- Provides day-to-day staff leadership to ensure a high performance, customer service-oriented work environment that supports achieving the Finance department and Information Technology division and the City's mission, objectives and values. Supervises the work of assigned staff and establishes performance requirements and provides coaching for performance enhancement and development.
- Coordinates activities of the Accounting Manager and Information Technology Manager.
- Oversees the development of long-range strategic plans for the Finance department and Information Technology division.
- Coordinates the development of the annual City budget; assists in the review and preparation of budget estimates; provides financial and budget information to other departments and assists in resolving questions and issues.
- Recommends and administers policies and procedures and makes recommendations for improvements or efficiencies.
- Consults with and advises City management and the City Council on finance related issues; prepares reports and makes presentations; keeps management informed of new legislation and accounting standards affecting City finance policies.
- Selects, trains, motivates and evaluates employee performance within the Finance Department and Information Technology Division; provides or coordinates staff training; implements performance management.
- Establishes and maintains cooperative and effective working relationships with the City and other government officials, representatives of public and private organizations citizen groups, outside suppliers and vendors, department heads, employees and the public.

REQUIREMENTS

- Bachelor's degree in Accounting, Finance, Public or Business Administration required. Master's degree in Business, Finance or Public Administration preferred.
- CPA preferred.
- Minimum of 7 years increasingly responsible senior level experience in a combination of the following areas; local government accounting, budgeting, financial administration, etc.
- A minimum of five (5) years of government budget and finance work experience preferred.
- At least three (3) years supervisory experience.
Finance Director/Chief Operating Officer

COMPENSATION & BENEFITS

The City offers a highly competitive benefits package including:

- Salary of up to $121,500 annually
- Medical Insurance
- Dental & Vision Insurance paid by City
- Life/AD&D Insurance paid by City
- Short-Term Disability & Long-Term Disability
- Paid Time Off & Holidays
- Tuition Reimbursement
- Retirement through Colorado PERA with 13.7% contribution by City
- Deferred Compensation through voluntary 401(k) 457 plans

Other benefits include: Employee Assistance Program, Telehealth, Wellness Program and access to Lone Tree Recreation Center.

JOIN OUR TEAM

To apply, visit cityoflonetree.com/Finance
First Review of Resumes: As Received

The most qualified candidates will be invited to interview with City staff. Candidates will be advised of the status of the recruitment following finalist selection. References will be contacted only following candidate approval. For more information, contact Liz Whitmore at (720)509-1292 or Elizabeth.whitmore@cityoflonetree.com.

Our Vision

Lone Tree is a Premier Colorado Community connected by great neighborhoods, vibrant public spaces, a beautiful natural environment, and thriving businesses.

Our Mission

We will achieve Lone Tree’s community vision by doing things the best way, not just the expected way.

Our 6 Big Ideas

The City of Lone Tree will be a national model for:
1. Our deep, active commitment to public safety.
2. Our visionary transportation network.
3. Building a great community known for exceptional places.
4. Creating signature cultural and recreational opportunities.
5. Attracting and growing top-tier businesses and a diverse economy.
6. Our innovative, customer focused and efficient city government.