**JOB DESCRIPTION**

**PPRTA Finance Manager**

**Hiring Salary Range:** $81,649 - $116,639  
**Open Until May 31, 2022**

Pikes Peak Area Council of Governments (PPACG) will not sponsor applicants for H-1B Work Visas.

**To apply for the position**, complete an application and send it with a cover letter and resume to Barb Watson at the address listed below. An application can be found at [www.ppacg.org](http://www.ppacg.org); follow the HR/Employment link at the bottom of the home page.

Barb Watson, Human Resources Manager  
Pikes Peak Area Council of Governments  
15 S. 7th Street  
Colorado Springs, CO 80905  
EMAIL: bwatson@ppacg.org

**Benefits:**
- Sick Time  
- Vacation Time  
- Holiday  
- Medical Insurance  
- Dental Insurance  
- Vision Insurance  
- Life Insurance  
- Short-Term and Long-Term Disability Insurances  
- Hospital Indemnity Insurance  
- Flexible Spending Account  
- Vacation Buy  
- Retirement Plans

This is a position with the Pikes Peak Area Council of Governments, PPRTA Program. This position requires excellent organizational and communication skills, computer skills, attention to detail, and the ability to meet deadlines and prepare and deliver presentations.

The Finance Manager will implement, maintain, and modify as necessary the accounting and financial systems for the PPRTA and work with the PPRTA member governments to ensure that financial reporting is consistent with their reporting needs as well as the requests from the PPRTA Board and Citizen Advisory Committee. Additionally, this position will be responsible for the tracking of revenues and expenses related to the PPRTA activities to ensure all sales tax revenue is received from the Colorado Department of Revenue and the many individual vendors located within the PPRTA boundaries. The Finance Manager will also ensure that funds are allocated to the various programs and projects within the PPRTA. The individual will prepare summary reports concerning financial progress on the various capital, maintenance and public transportation projects and programs for the PPRTA Board and Citizen Advisory Committee to review as requested.

5/2022
Duties include, but are not limited to:
• Maintains job cost and general accounting system to support PPRTA administration of approximately $150 million of project/program contracts per year
• Design and maintain a system of internal controls and segregation of duties in the PPRTA financial and administrative function
• Supervise an accounts payable position
• Develops and implements improved financial reporting systems and accounting methods to ensure that financial operations are in compliance with local, state and federal requirements and guidelines
• Initiate annual budget process; estimate and allocate revenue to the member governments based on sales tax projections; aid the member government staffs' with submitting their entity's budgets; combine, compile, and distribute the combined PPRTA budget document in accordance with State laws
• Initiate and prepare mid-year budget amendment and other amendments as needed
• Prepare financial statements for the Board and CAC packet and present the reports at the monthly Board and CAC meetings
• Coordinate the annual external audit and other audits by the member governments internal audit departments
• Ensure that the PPRTA has adequate Board of Director's insurance, and a liability policy directed by the Board
• Manages all areas of general accounting: accounts receivable, accounts payable and general ledger
• Reconciles and maintains subsidiary ledgers and schedules of accounts payable, accounts receivable, retainage and PPRTA financial reports, including monthly balance sheet, revenue and expense statements, etc.
• Classifies operational revenue and expenditures by project/program and cost category
• Reconciles bank accounts
• Reviews general ledger and make appropriate corrections
• Coordinates with member government staff to adjust, reconcile and close out major projects
• Participates in the recommendation of investment strategies for PPRTA funds
• Oversees update, maintenance and/or replacement of accounting system
• Works with member governments' public works staffs concerning budgets and contract allocations
• Works with the Colorado Department of Revenue concerning collections of Vendor Sales and Use Taxes
• Prepares and files agency tax reports and forms

Liaison with software consultants in effecting changes to automated accounting

Supervisor
Executive Director of the Pikes Peak Area Council of Governments

Required Education and Experience
1. Bachelor's degree in Accounting, Finance, or related field, with major course work in accounting, plus a minimum of 6 years of progressive professional accounting/finance experience, or equivalent combination of education and experience

• Governmental accounting experience preferred
• CPA desired
• Supervisory experience desired

5/2022
• Must understand budget formation and working with all types of governmental budgets; the basis of finance administration and coordinating the fiscal function within federal and state laws and an emphasis on the importance of implementing internal controls within federal and state laws
• Must be able to communicate effectively in both written and oral formats, work effectively with other employees, member government staffs, officials, and the public, and have knowledge of fiscal federal, state, and local laws as they relate to financial issues
• Must possess a thorough understanding of accounting procedures with an emphasis on fund accounting a proven ability to manage a double entry, accrual basis, accounting system including investments; the ability to compile and analyze fiscal information, and to make recommendations from such information; ability to advise management concerning risk assessment and liability concerns