



JEFFERSON COUNTY SHERIFF'S OFFICE
DIRECTOR OF BUSINESS AND FINANCE

Salary Range: \$115,000 - \$135,695 DOQ
Application Deadline: APRIL 5, 2020 at 5:00 PM (Mountain)
Apply to KRW Associates LLC
apply@krw-associates.com



THE OPPORTUNITY

The Jefferson County Sheriff's Office, in Golden, Colorado, is currently searching for a well-qualified individual to successfully perform the critical responsibilities of the Director of Business and Finance. The Sheriff's Office is seeking an individual with government finance skills, as well as capabilities as a policy analyst. This Director must have the ability to effectively identify local, regional and national financial trends, present well-informed economic projections, manage assets, oversee inventory control, monitor and develop budgets and provide excellent leadership. The position of the Director of Business and Finance is a deliberate and well-considered element of the Sheriff's strategic vision for the Jefferson County Sheriff's Office. The position will serve as a member of the Sheriff's Command Staff and will perform a significant role to ensure that the application of sound business practices and responsible fiscal stewardship measures are effectively accomplished by the Jefferson County Sheriff's Office. The responsibilities of the Director of Business and Finance are key to keeping Jefferson County a safe place for all people to live, learn, work and play.

THE COMMUNITY

Jefferson County was organized in 1859 under the Colorado Territorial Legislature. In 1861, the county became one of the original 17 in the Territory of Colorado. Jefferson County has evolved from a frontier agricultural and mining area into a thriving modern suburban, business, industrial, recreational and residential community. In collaboration with the Sheriff, a three-person Board of County Commissioners, assisted by a County Manager, oversees the day-to-day county business. Twelve incorporated cities or towns, with a population of nearly 350,000, lie within Jefferson County and are spread over 122 square miles. Another 210,000 people reside in the unincorporated areas of the county, covering 577 square miles in suburban and mountain areas.



Jefferson County's slogan is the "Gateway to the Rocky Mountains." The county is named for the third U.S. president, Thomas Jefferson. Outdoor recreation is plentiful, which includes portions of three national forests. Residents and visitors enjoy magnificent scenery in the abundant rolling

grasslands, craggy rock formations, natural foothills, rugged mountains and tumbling streams. The County offers abundant cultural, recreational and sporting event opportunities.



THE ORGANIZATION

The Jefferson County Sheriff's Office (JCSO) was founded in 1859 during the Pike's Peak Gold Rush. The first election for Sheriff was held in 1860, and since that time, 38 individuals have served as the sheriff. The current Sheriff, Jeff Shrader, was sworn into office in January of 2015, and again in 2019 to begin his second term. The Sheriff's Office has an authorized strength of 824 full time employees, which includes 571 sworn personnel and 253 professional (non-sworn) staff. The executive staff consists of the sheriff, undersheriff, and four division chiefs responsible for detention services, patrol, criminal investigations and support services.

THE POSITION

The Director of Business and Finance is a newly created, critical position for the Jefferson County Sheriff's Office and is key to the strategic vision of the Sheriff's Office. The Jefferson County Sheriff's Office is a large and complex public safety organization, with an annual budget in excess of \$112M. The County currently faces a number of challenging fiscal circumstances, which will require that the successful candidate for the position possess a creative and innovative problem-solving approach, with the ability to quickly gain an understanding of the challenges, identify unique business opportunities and take the appropriate actions. The span of control for this position involves up to four direct reports with the potential of oversight responsibilities for a staff of approximately 40 employees. All support functions of the Jefferson County Sheriff's Office are vital to achieving the success associated with the mission, vision and values of the Sheriff's Office and the county.

This position will report to the Division Chief of the Support Services Division and will serve at the Command Staff level.

In part, the essential duties of the Director of Business and Finance include:

- Plans, organizes, directs and oversees personnel assigned to accounting, asset management and supply, budget, procurement and special projects for the Jefferson County Sheriff's Office.
- Responsible for overall accounting and finances for each of the divisions of the Sheriff's Office.
- Analyzes, reviews and prepares financial reports for internal and external use.
- Enters accounting data in a timely, accurate and efficient manner. Reviews and reconciles accounts.
- Coordinates the planning, forecasting, preparation and expenditure of funds. Determines allowability, allocability, reasonableness and necessity for expenditures and revenue.



- Controls and maintains accounting systems and trains users in their operations.
- Assists and directs internal and external auditors. Manages, organizes and evaluates outcomes and participates in decisions to change processes to meet audit requirements.
- Accurately creates and designs a variety of fiscal and accounting reports and records, complex spreadsheets and informational and interpretive data for County, State and Federal agencies.
- Experience in and the ability to conduct meaningful salary/benefit surveys and analysis.
- Possesses a business perspective, with an understanding and appreciation of the operational/administrative responsibilities associated with a large, complex organization.
- Experience with and the ability to conduct strategic financial analysis, define relevant micro/macro fiscal trends, provide well-informed economic forecasts.
- Provide well-informed and well-researched options in order for the leadership of the Sheriff's Office to make good tactical and strategic decisions.



- Interprets and administers grants and funding for programs within the Sheriff's Office.
- Provides general fiscal information and advice. Decides and recommends procedures and processes to ensure accuracy and efficiency.
- Administers or makes recommendations for routine personnel matters including but not limited to recruiting, interviewing, hiring, training, discipline.
- Provides direction to supervisors on all matters, including personnel issues.
- Supports and ensures GAAP accounting practices.
- Researches and enforces requirements of County, State and Federal regulations, policies and procedures.

COMPETENCIES & PERSONAL CHARACTERISTICS

- Excellent internal and external written and verbal communication skills.
- Collaborative work style with an ability to work closely with the Sheriff's Command Staff, the department staff and all external stakeholders.
- Political acumen—the ability to maneuver complex political situations.
- Strong aptitude for creating partnerships to reach established goals.
- Innovative and experienced problem solver.
- Provides development, enrichment and coaching opportunities for employees.
- Leads without micromanaging.
- Focuses on workflow management.
- Possesses a highly developed team-oriented approach.
- Consensus builder—internally and externally.
- Demonstrated success building strong relationships of trust and accountability with all stakeholders—internal and external; is open and transparent.
- Demonstrated reputation for honesty and trustworthiness.
- Decisive—makes decisions based on data analysis, experience and professional judgment.
- Excellent organizational skills.
- Highly adaptive.

CHALLENGES FACING THE NEW DIRECTOR

- A fast paced, professional environment with demanding performance responsibilities.
- Creating workable partnerships between internal, external and community stakeholders.
- Developing innovative ideas and methods-
- Challenging fiscal conditions involving the potential of staff reductions and service disruption.
- Providing consistent leadership and vision to achieve desired objectives.
- Developing strategies to ensure all divisions are closely aligned with a common fiscal vision, objectives and goals.

MINIMUM QUALIFICATIONS

- The position requires a bachelor's degree from an accredited college or university in accounting, finance, economics or related field.
- In addition, this position requires a minimum of five to seven years of management experience in finance, budgeting and/or business.
- Experience communicating at higher levels with an organization.
- Advanced budgetary and financial technical skills for use in highly complex situations
- Has routinely prepared and approved budget expenditures for both staff and resources.
- Experience with and the ability to conduct area specific fiscal audits, oversee general fiscal audits and prepare detailed audit reports.
- Experience with and the ability to review, edit and approve reports related to fiscal audits or generally accepted accounting principles.

PREFERRED QUALIFICATIONS

- A master's degree in accounting, finance, economics or related field.
- Experience in the use, or the ability to quickly apply the WORKDAY financial management platform.

COMPENSATION

The salary range for this position is \$115,000 to \$135,695, depending on qualifications. The Jefferson County Sheriff's Office offers an excellent benefits package including insurance protection, short and long-term disability income, paid time off including holidays, and personal leave..

HOW TO APPLY

Application materials will be accepted electronically by KRW Associates, LLC, until the position is filled.

To apply for the position, send an email to: apply@krw-associates.com - attaching three required documents:

- a cover letter
- resume
- six professional references

QUESTIONS

Questions should be directed to one of the KRW Managing Partners, Grayson Robinson (303)-880-2201), Jerry Williams (303-726-6220) or Lorne Kramer (719)-310-8960), or email questions to info@krw-associates.com.



The Jefferson County Sheriff's Office is an equal opportunity employer.