

# Finance Division Manager

*This is a unique opportunity for a strong and compassionate leader with demonstrated fiscal abilities and a commitment to public service to join a positive and collaborative organization committed to supporting the people and communities they serve.*



**ARAPAHOE COUNTY**  
HUMAN SERVICES



## ARAPAHOE COUNTY HUMAN SERVICES

### Mission

The Arapahoe County Department of Human Services builds strong communities by promoting the safety, independence, and stability of individuals and families.

### Vision

To end the cycle of poverty and prevent abuse and neglect of children and vulnerable adults.



## Arapahoe County

Arapahoe County provides the best of everything Colorado has to offer. One of Colorado's fastest growing counties, the County spans approximately 805 square miles including vibrant urban, suburban, and rural communities, to an unparalleled open space and trail system, to major employment centers and a robust multimodal transportation network.

The County is home to 13 cities and towns, nine school districts and 450 local improvement and special service districts. It also has one of the lowest property tax mill levies in the state. Keeping only 15 percent of the tax revenue it collects to invest in services and infrastructure, the rest goes to schools, cities and towns, and special districts like fire and water.

One of the benefits of living in Arapahoe County is the wide variety of cultural, entertainment and outdoor activities. As a member of the Scientific and Cultural Facilities District, Arapahoe County helps fund a variety of cultural organizations each year. The County also is the home to the Denver Broncos Football Team.

Arapahoe County owns and manages 5,300 acres, eight parks, four trailheads, five open spaces, 14 miles of trails, the historic 17 Mile House Farm Park, and the Arapahoe County Fairgrounds and Event Center. The County's Open Spaces program is funded through a dedicated quarter-cent sales and use tax, of which 50% is shared back to cities and towns. The County is also home to the High Line Canal and South Platte regional trails. In addition to municipal programs, the County is served by the South Suburban Parks & Recreation District and the Arapahoe Parks & Recreation District.







## The Department of Human Services

[Arapahoe County Human Services](#) offers a positive and collaborative work environment offering employees the opportunity to make a significant impact on the community. The department promotes the safety and well-being of children, adults, and families through protective services, compassionate intervention, and ongoing support. They offer essential support in four key areas:

**Child and Adult Protection Services** provides protective services to youth and at-risk adults and seniors following allegations of abuse or neglect. The CAPS Division also provides services to adolescents and youth in conflict, and other services that help to create strong and effective families.

**Community and Child Support Services** includes Community Support Services which helps to connect citizens to federal and state assistance programs, such as Food Assistance, Medicaid, Temporary Assistance to Needy Families, Child Care Assistance, Low-Income Energy Assistance and Old Age Pension, and Child Support Services which works with single parents to eliminate poverty in children's lives by locating non-custodial parents, establishing paternity, and providing services to establish, modify, and enforce child support and medical support orders. The Division also helps parents to overcome barriers such as unemployment, parenting time, and fatherhood matters.

The **Operations** division oversees all management of records and information, quality assurance, compliance, fraud investigations, and data and computer security. While the **Finance** division oversees the department's accounting and budget work, as well as fiscal and claims-related work.

Arapahoe County Human Services uses a Two-Generation (2Gen) approach to support the well-being of the entire family. This means they work intentionally and simultaneously with children and the adults in their lives – recognizing that families do better when they are served together. By centering the whole family, their 2Gen strategies aim to build a foundation for success and economic stability that can be passed from one generation to the next.

# ■ The Finance Division Manager

The Finance Division Manager reports to the Director for Human Services and serves as an engaged member of the executive team to advance and support their mission to build strong communities by promoting the safety, independence, and stability of individuals and families. Responsible for the development, implementation, planning, staffing, and policy for all accounting and financial functions for the department, the Finance Division Manager is also responsible for creating and maintaining a culture of integrity and transparency with an emphasis on customer service.

With three direct reports overseeing a staff of 17 FTE, the Finance Division Manager directs and oversees the preparation of all financial reporting, budget preparation, and accounting activities necessary for compliance with County, State, and Federal standards. The Director guides the team to initiate accounting, budget, forecasting, and financial reporting to ensure fiscal responsibility and works with division directors and managers to ensure the interpretation and administration of grants and funding for programs within regulations.

**Key responsibilities include, but are not limited to:**

- Participating in the Human Services executive management team, advising the director and collaborating with other managers on financial matters.
- Developing the Human Services budget working with managers across the department on forecasting, modeling, and monitoring.
- Providing leadership and supervision to finance division staff including managing personnel matters including recruiting, hiring, training, professional development, and performance management.
- Collaboratively participating with executive leadership to analyze, present, discuss, revise, and create policies and procedures in support of the mission for residents of Arapahoe County.





## ■ Characteristics of the Ideal Candidate

With a proven track record for building relationships and mentoring staff, the ideal candidate will collaborate with division managers and staff to solve problems while ensuring the fiscal sustainability of human services programs. A strong manager of people and information, the next Finance Division Manager will demonstrate fiscal responsibility,

effective forecasting and modeling abilities, and be seen as a leader both within the department and with external entities. Competitive candidates will possess excellent communication skills including the ability to convey complex financial information in terms others can understand while ensuring accountability and adaptability to changing situations and priorities.



### **Additional characteristics being sought include:**

- Proven leader with high emotional intelligence and the ability to motivate, encourage, inspire, and motivate staff.
- Excellent interpersonal skills and ability to interact with the public and employees at all levels and cultures, with a demonstrated record of building collaboration and partnerships.
- Knowledge of principles of accounting including but not limited to governmental funds, grants, debt service, capital assets, internal controls, and risk management.
- Experience in forecasting, modeling, and preparation of comprehensive financial statements and reports.
- Knowledge of human services programs, principles, practices, and procedures.
- Demonstrated commitment to valuing and respecting diversity, equity, and inclusion.

## ■ Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration, or a related field AND at least 6 (six) years of experience in public sector finance and/or accounting that included 6-9 years of progressively responsible management or leadership experience in a public welfare agency. Any equivalent combination of education and experience will also be considered. Supervisory experience in human services finance or public health finance is preferred, as is a master's degree in accounting, finance, business administration, or a related field.

Arapahoe County Human Services is committed to fostering a diverse, equitable, and inclusive environment for all employees and the communities we serve.

# Compensation and Benefits

Arapahoe County offers a competitive hiring range of **\$105,966-\$169,271**. Actual salary will be dependent on the qualifications and experience of the successful candidate. Arapahoe County government recognizes the importance of their employees' health and wellness as part of their total compensation. As well as offering competitive pay, a caring work environment, and a great location, Arapahoe County has an exceptional benefits package including two medical plans offered through Kaiser Permanente, dental, vision, a Well-Being program, a mandatory defined benefit program for retirement, paid leave, holidays, and more. For additional information please visit: [Arapahoe County Benefit Summary](#).



## Application Process and Recruitment Schedule

To be considered for this exceptional career opportunity, submit your résumé, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **June 22, 2025**. Résumé should reflect years and months of employment, beginning/ending dates, as well as the size of staff and budgets you have managed. Please submit your materials to: <https://www.cpshr.us/recruitment/2489>

For additional information about this position please contact:

**CPS HR CONSULTING**  
*Your Trusted HR Advisor For 40 Years*

Gloria M. Timmons  
Tel: 916-471-3461  
E-mail: [gtimmons@cpshr.us](mailto:gtimmons@cpshr.us)  
Website: [www.cpshr.us/search](http://www.cpshr.us/search)

Candidates determined to be best suited will be invited to participate further in a formal assessment process. Applicants selected as finalists for this position will be subject to a comprehensive background check.



**ARAPAHOE COUNTY**  
HUMAN SERVICES