

CIRSA

DENVER, COLORADO



INVITES YOUR INTEREST IN THE POSITION OF

Controller





CIRSA

The Colorado Intergovernmental
Risk Sharing Agency

ABOUT CIRSA

CIRSA is a member-owned public entity self-insurance pool formed in 1982. It provides workers' compensation and property/casualty coverages and services to 290 Colorado municipalities and affiliated public entities which make up its membership. The seven-member Board of Directors is elected by the CIRSA membership and adopts policies and sets rates. The Board employs an Executive Director who oversees CIRSA's operations.

CIRSA's status as a public entity pool means that its relationship to its members is distinct from that of a brokerage or agency to its customers. CIRSA is owned and controlled by its membership and exists solely to serve its members. All assets of CIRSA are dedicated to the benefit of its membership.

Gross member combined contributions are approximately \$35 million. The annual administrative budget is approximately \$9.8 million. Total investments are approximately \$79 million. The combined net position for the workers' compensation and property/casualty pools is approximately \$54 million.

The 47 employees serve CIRSA members from the main office in Denver and home offices. Most member services are provided by staff members who work in the following departments: Executive, Claims, Finance, General Counsel, Information Technology, Loss Control, Marketing/Membership Services, and Underwriting. CIRSA's employees hold a variety of professional degrees and certifications in their respective fields.

CIRSA members have access to a wealth of risk prevention, legal and liability, and coverage assistance services that are designed to help improve employee and public safety and prevent or minimize claims. CIRSA's mission is to work proactively with its members to identify and manage risk. CIRSA exclusively serves Colorado public entities and all of its offerings are tailored to the unique needs of its membership.

CIRSA website: <https://www.cirsa.org/>

COLORADO AND OUR CITIES AND TOWNS

Colorado is a great place to live, work and play. It is a state of immense beauty; economic opportunity; environmentally sensitive citizens; and diverse, vibrant communities. Colorado's 273 cities and towns have rich and unique histories, including 26 over 25,000 population and two consolidated city-county governments. Our cities and

related local government entities play an important role in maintaining and enhancing Colorado's quality of life, and CIRSA is a key partner with them in their efforts.

Colorado—the Centennial State—was admitted as the 38th state in 1876. Colorado is the eighth largest geographically and the 21st most populous state, with a population of over 5.5 million.

Denver, the state capital and the largest city, with over 683,000 residents (about half the population of Hawaii), is the 22nd most populous city in the nation. The 10 county metropolitan statistical area has a population of 2.8 million (about the population of Mississippi), making it the 21st most populous in the country.

CIRSA's offices are located south of Downtown Denver in close proximity to the vibrant North Cherry Creek shopping district and several residential neighborhoods.

Colorado also is a geographically diverse state, with rugged mountains, forests, high plains, mesas, canyons, plateaus, rivers and desert lands. It includes most of the southern Rocky Mountains and parts of the Colorado Plateau and the Great Plains.

Colorado has the 11th highest per capita personal income. The economy is powered by mining, agriculture and livestock production, military installations and federal government facilities, manufacturing, beer brewing, and scientific research and technology.

Tourism also is a major part of the economy. Much of this is centered on the state's natural features—Colorado's mountains, forests, waterfalls and rivers and lakes, including hiking, skiing and snowboarding, rafting and other outdoor activities. Four national parks are located in Colorado: Rocky Mountain National Park, Mesa Verde National Park, Black Canyon of the Gunnison National Park, and Great Sand Dunes National Park and Reserve. There also are numerous national monuments, national historic sites, national historic trails, and national recreation areas.

Colorado's major professional sports teams include the Denver Broncos (NFL), the Denver Nuggets (NBA), the Colorado Rockies (MLB), the Colorado Avalanche (NHL) and the Colorado Rapids (Major League Soccer).

The almost 50 institutions of higher education include the University of Colorado, Colorado State University, Colorado College, the Colorado School of Mines, the University of Denver and the U.S. Air Force Academy.

Websites:

Tourism Information: <https://www.colorado.com/>

State of Colorado: <https://www.colorado.gov/>

THE CONTROLLER POSITION

The Controller is under the supervision of the Assistant Director/Chief Financial Officer – The Controller coordinates a wide variety of activities within the Finance Department. Duties include: maintaining daily finance functions to include financial statements, accounts payable, accounts receivable, and payroll; reviewing procedures for efficiency and effectiveness; identifying and implementing improvements; participating in the development and implementation of departmental goals, objectives, and policies; reviewing financial statements, reports, records, and reconciliations; assisting with development and administering annual budgets; assisting with loss projection process; assisting with development of rates; and performing special projects as assigned.

Essential Duties and Responsibilities:

- Coordinates Finance Department activities such as financial reporting, accounts payable, and accounts receivable.
- Provides guidance, mentorship, and training to finance staff members.
- Reviews and approves the semi-monthly processing of payroll.
- Monitors and evaluates efficiency and effectiveness of procedures to include identifying and implementing improvements.
- Reviews financial statements, reports, records, and reconciliation reports ensuring appropriate documentation and that policies and procedures are maintained.
- Reviews investment transactions to ensure accuracy, appropriateness, and compliance with investment policies.
- Assists with preparation of GAAP and statutory financial statements including scheduling and coordinating annual audits with CIRSA's outside auditors.
- Assists with development and administration of annual budgets including preparing expense allocations, forecasting additional funds, monitoring, and implementing adjustments.
- Participates in the development and implementation of goals, objectives, and finance policies and procedures.
- Assists with the development of rating computation process of underwriting to include accumulating rating data and computing rates.
- Performs a variety of financial activities to include creating and maintaining fund balance records for each year; assisting in loss projection process; and conducting cost/benefit analyses for insurance coverage.
- Performs special projects assigned by the Assistant Director/Chief Financial Officer.
- Performs other duties of a similar nature or level.

Team Leader Responsibilities: This position is the Team Leader and provides supervision to the Senior Accountant, Financial Analyst, Senior Accounting Technician, and Financial Analyst/Accountant.

Job Qualifications:

Knowledge, Skills and Ability

- Computers and related software applications;
- Leadership principles;
- Finance administration principles;
- Applicable state, federal and local laws and regulations;
- Actuarial methods and terminology;
- Organization and management principles and theories;

- Generally accepted accounting and auditing principles for non-profit, governmental and insurance organizations;
- Statutory accounting principles;
- Supervising staff;
- Developing, implementing and administering budgets;
- Preparing written reports;
- Organizing, overseeing and carrying out multiple tasks simultaneously;
- Allocating resources;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, CIRSA members, the general public, etc. sufficient to exchange and convey information and to receive work direction.

Education, Formal Training, Licenses:

Bachelor's degree in finance or accounting or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation preferred.

Experience:

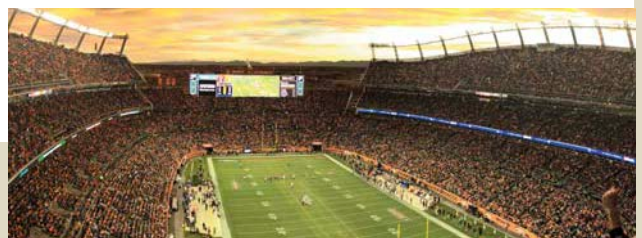
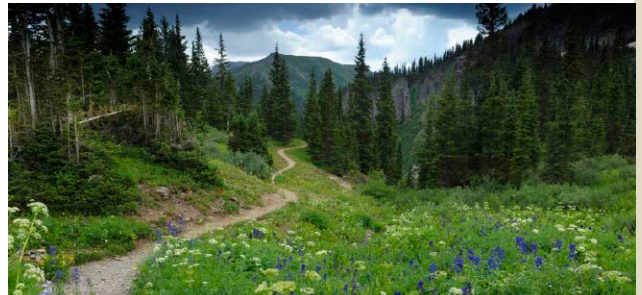
5+ years of progressively responsible accounting experience, including three years of supervisory experience.

THE IDEAL CANDIDATE

The ideal candidate for the position will be a professional and ethical Controller who is a dedicated team player and has a proven financial services record of success in leadership and management of finance functions within an insurance/public/governmental agency/organization. The successful candidate should be an experienced, self-confident person who can immediately provide quality deliverables to a variety of ongoing projects including new software implementation, writing procedures for the department and cross training employees in a variety of functional areas to ensure redundancy across the department.

The ideal candidate will have an insurance background and be able to work with CIRSA's Actuaries on insurance rates, deductibles and renewals of members. The initiative and ability to identify and implement new and innovative approaches within a department is an important qualification expected of the new Controller. Specific experience is expected in financial statement review, accounting, budget development and the ability to offer responsive support services to a team-oriented organization. The ideal candidate will be detail-oriented, have well-developed problem-solving abilities, have the ability to communicate with stakeholders about the financial/insurance processes, and hold staff accountable with a focus on staff and leadership development and succession planning within the Finance Department.





COMPENSATION AND BENEFITS

Expected hiring range: \$150,000 – \$170,000 depending on experience, education and other qualifications. CIRSA has designed a valuable, comprehensive benefits package to meet the needs of its employees and their families. Current benefits include:

- Flexible work arrangements including work from home with supervisor approval
- 401(a) match of 10 percent
- 28.5 days of PTO & 13 paid holidays per year
- Medical, dental, and vision Insurance – high deductible health plans for individuals and families/domestic partnerships
- Fully funded Health Savings Account
- Voluntary 457 (b) Deferred Compensation Plan
- Cafeteria Plan for dental, vision, and dependent care
- Short- and Long-Term Disability
- Life Insurance and AD&D
- Tuition Reimbursement
- Wellness Program including an onsite fitness center and personal trainer
- Employee Assistance Program
- Bereavement Leave

TO APPLY

Interested candidates must submit by email a cover letter, resume, and a list of at least five job related references (with email and phone numbers) no later than close of business on **June 28, 2024** to Lisa Ward, Senior Associate at lisaward912@gmail.com. Please contact Mercer Group Associates: Lisa Ward at 706-983-9326 or Jeff Hale at 706-371-6126 with any questions.

CIRSA is an Equal Opportunity Employer and values diversity across the work force, in order to serve our membership and the citizens of our cities and towns effectively.



MERCER GROUP ASSOCIATES