



Snowmass Image from booking.com

Click on image or the following link to be taken to a short video:  
<https://vimeo.com/100433190>

## Recruitment Profile

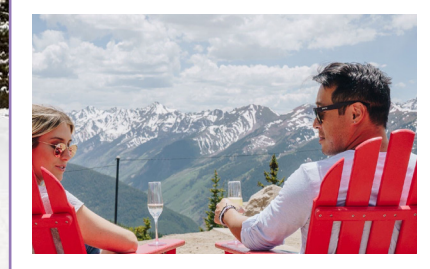
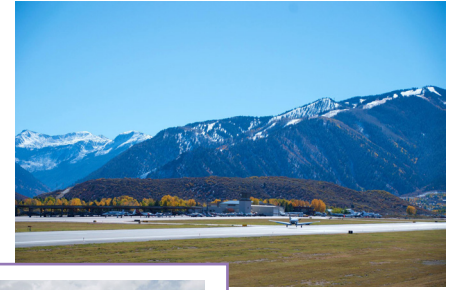
### Finance Manager

Pitkin County &  
Aspen/Pitkin County Airport  
(ASE)

Aspen, CO







# Community & Region

## The Roaring Fork Valley

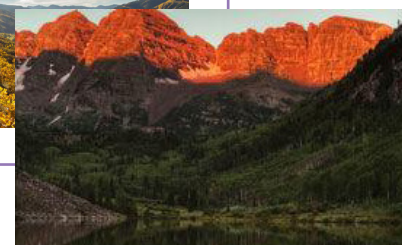
Located in the Rocky Mountains of Colorado, the Roaring Fork Valley is made up of three counties, Pitkin, Eagle and Garfield. Within each of these communities is a mix of rural and urban areas, tied together by a common love of the outdoors. Geographically, these communities cover a good portion of central western Colorado.

Aspen is the county seat of Pitkin County, which has a year round population of 17,148 residents. During peak summer and winter seasons, residency can reach almost 50,000. A few miles away is the town of Snowmass Village; together with the City of Aspen, they are surrounded by mountains and known for skiing and having plenty of outdoor amenities year around. Some popular activities include hiking, golfing, biking, kayaking, fishing, skiing and many other water-based and snowy experiences.

The region is known for its nature and beauty. Some of the main attractions include the Maroon Bells National Forest and the world renowned resorts of Aspen Snowmass. The Elk Mountains sitting at over 14,000 feet feature tall peaks, hiking and climbing routes for the adventurer; it's known as one of the most photographed landscapes in North America. At Independence Pass, one of Colorado's highest paved roads in the state at 12,095 feet, you're able to go rock climbing. You can find a large flower garden and a tribute to Jon Denver engraved in the rocks at the John Denver Sanctuary, located right

next to Roaring Fork River. The area also offers an abundance of culture and entertainment through the Aspen Institute, Wheeler Opera House, Aspen Music Festival, Food & Wine Festival, Snowmass Village Free Concerts and Festivals and a variety of other options.

As you can see, there is so much that the region has to offer, given its location and population. Areas of Pitkin County can be expensive; but further north of the City of Aspen, you'll find more affordable and available housing in both Eagle and Garfield Counties. Nearby communities include Woody Creek, Snowmass, Basalt, El Jebel, Carbondale and several others. Commuting from Carbondale to Aspen is approximately 45-55 minutes with good road conditions and up to an hour in winter conditions. Glenwood Springs is a bit further northwest along Highway 82; it is about an hour from Aspen/Pitkin County Airport.



# Pitkin County & Airport (ASE)

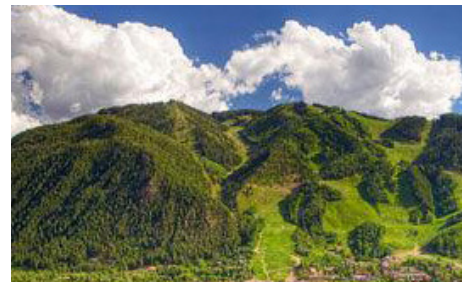
Pitkin County is a home rule county operating under a five member Board of County Commissioners (BOCC). The BOCC appoints the County Manager who serves as the chief administrator of the organization. The BOCC also appoints the County Attorney. The County has 350 FTEs staffing 32 departments.

Pitkin County Administration recently completed construction of two new administrative facilities. In addition, the Sheriff's Office completed an expansion and remodel; and as part of the Pitkin County Healthy Rivers Project, a new kayak park was constructed.

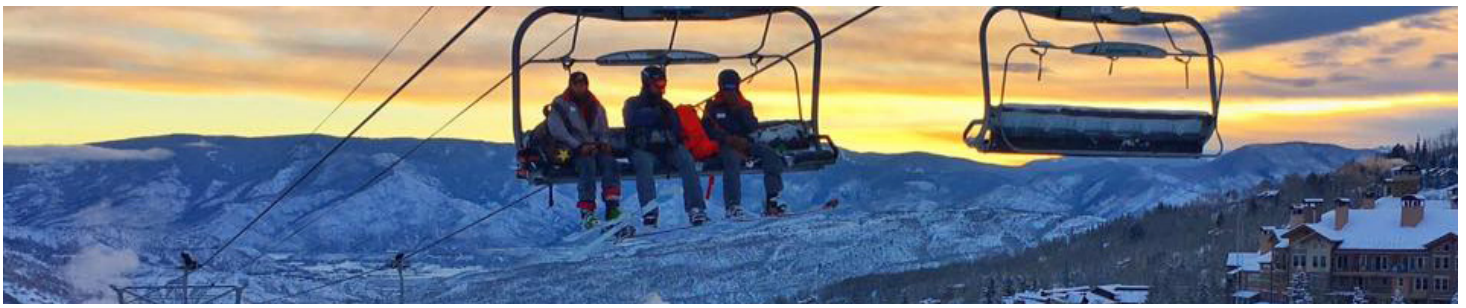
ASE is a County-owned public-use airport with strong Community Values including a focus on safety, a warm and welcoming feel, environmental responsibility, and operational efficiency. It's served by both American Airlines and United Airlines. In 2019, the airport served just over 600,000 passengers with an 8,006 foot long runway 15/33. The airport is also serviced by Atlantic Aviation FBO.

There's quite a bit going on at the airport. For the next decade plus, the airport will walk the path toward achieving the BOCC's agreed Goals and Recommendations pinned as ASE Common Ground Recommendations. The 15 goals and recommendations outlined include everything from safety and sustainability at the airport to air service needs, ground connectivity, existing business focuses, and the overall travelers' experience, which includes facility usage and enhancements. These Common Ground Recommendations were part of an approximate 18-month ASE Visioning Process that include extensive community participation and support. As in the past, this will continue to be a standard as the airport moves forward into its new future.

Pitkin County as a whole is a professional place to work. The dress code is relaxed, and they strive to give their employees a work life balance through flexible work hours when needed. Ski breaks are encouraged (or bike rides or runs) as long as you get your work done. If you can go out for an hour during the day and make up the time - go for it! They manage through being compassionate and supportive, by listening, and being solutions focused. Who wouldn't want to be a part of this organization?







# The Position

## Finance Manager

In a newly envisioned reporting structure, the Finance Manager will report to the Deputy Director of Finance at Pitkin County. This position will support, oversee and manage the airport enterprise fund along with general oversight and support of other County Funds including Public Works, Road & Bridge, Open Space & Trails, Library, Radio and Solid Waste. The expected airport work in comparison to other funds is 75% and 25% respectively. With a strong focus on airport financials, the incoming Finance Manager will have the ability to broaden their financial base by supporting other County funds.

The Finance Manager will be expected to handle the day-to-day fiscal aspects at the airport. This person will plan, organize, direct and coordinate the administrative and technical accounting, and financial functions of the airport and other fund accounts as noted. General duties include but are not limited to daily operations and processes for accounts payable, accounts receivable and payroll; financial management and reporting, auditing and fiscal management, evaluation and development of rates and charges and general contract oversight support duties as they relate to regulations governing airports and other funds. A keen understanding and expertise in FAA Grant regulations, policies, and procedures will be necessary for this position. Those with knowledge of other grant funding sources will be helpful, but with the County's support, a working knowledge would be sufficient. This position will also be responsible for ensuring compliance with state, federal and other regulatory matters and be expected to grow into the subject matter expert for the Pitkin County. A successful applicant for this position will have a strong understanding and application of GAAP and GASB accounting rules, enterprise fund

management, project accounting, grant funding cycles, reimbursement cycles, a working knowledge of CARES ACT funding, and general state grant-type funding.

The County seeks a collaborative leader who focuses on relationships, agility and solution-based decision-making. This person will need to work with both airport and county customers by building a solid bridge between the two as they bridge the divisions together. To achieve success with this, the person will need to be confident enough to ask questions and seek assistance when need. Having an ability to think independently while working through tough situations but resolve situations collaboratively will be instrumental for the incoming person. A general understanding and ability to troubleshoot work matters and applying innovative thinking to achieve overall success would fit in with the division's mindset. As a manager and leader, this person will need to evaluate objectively, formulate potential solutions and communicate matters and ideas well with their reporting team members, their supervisor and the fund directors they are working with. Therefore, having an ability to communicate confidently with different audiences, recommend and gain buy-in to responsible solutions and lead this position's respective customers toward right business decisions is necessary. A general understanding and working knowledge of how to evaluate and develop reporting team members as well as resolving internal matters will be important for this role. There are County support systems in place to support this role if additional knowledge and understanding are needed, but this person will need to be able to understand their own limits and seek guidance when necessary.

## Education & Experience

A bachelor's degree with major coursework in accounting, finance or business administration with a minor or focus in accounting or finance is desired. At least five (5) years of accounting or finance work with a focus on airport/aviation experience and one to three (1-3) years of supervision are required. Applicants with an intermediate and above level of experience with spreadsheets are necessary for success. Lastly, the ability to obtain a Colorado Driver's License will be required for the role.

An advanced degree and/or certification as a CPA and other industry certifications are preferred.

# Application Process

## How to Apply

If you are interested in this opportunity, proceed to [www.ACSFirm.com/jobs](http://www.ACSFirm.com/jobs) and complete our online application. As part of the application, attach your cover letter, resume and supplemental questions.

**Applicant materials are required in PDF format.  
All other options will not be accepted.**

## Supplemental Questions

Answer the following questions in no more than 2 total pages. You must include ASE Supplemental Questions, your name and page number on each page. Please make certain to add the question number and question in line with each response.

**Submittals that fail to follow the instructions will not be considered.**

1. Provide a holistic view of your education and experience with airport accounting, finance and other financial duties.
2. Share your experience, if any with leadership of teams and people within an organization? Detail the types of and number of employees and your specific role.

## Application Checklist

- ✓ Have you completed the online application form?
- ✓ Have you attached your cover letter, resume and supplemental questions?
- ✓ Did your supplemental questions include all of the information as instructed?
- ✓ Did your supplemental questions remain at or under the maximum number of pages?
- ✓ Are your documents attached in PDF format?

## Application Deadline

Apply **NOW!** Applications are being processed as they come in. Applications will be accepted through 11:59PM CT on Sunday, April 25, 2021.

## The Position

### First Year Expectations:

1. Establish relationships with co-workers, vendors, airlines, car rental companies, and others;
2. Explore the culture of Pitkin County and the community at large;
3. Learn the County's procedures & processes (both financial and otherwise) to ensure compliance for funds managed;
4. Learn and maintain accounting reconciliations for the airport and other funds;
5. Support preparation for Year-End 2021 Audit.

### Long-Term Expectations:

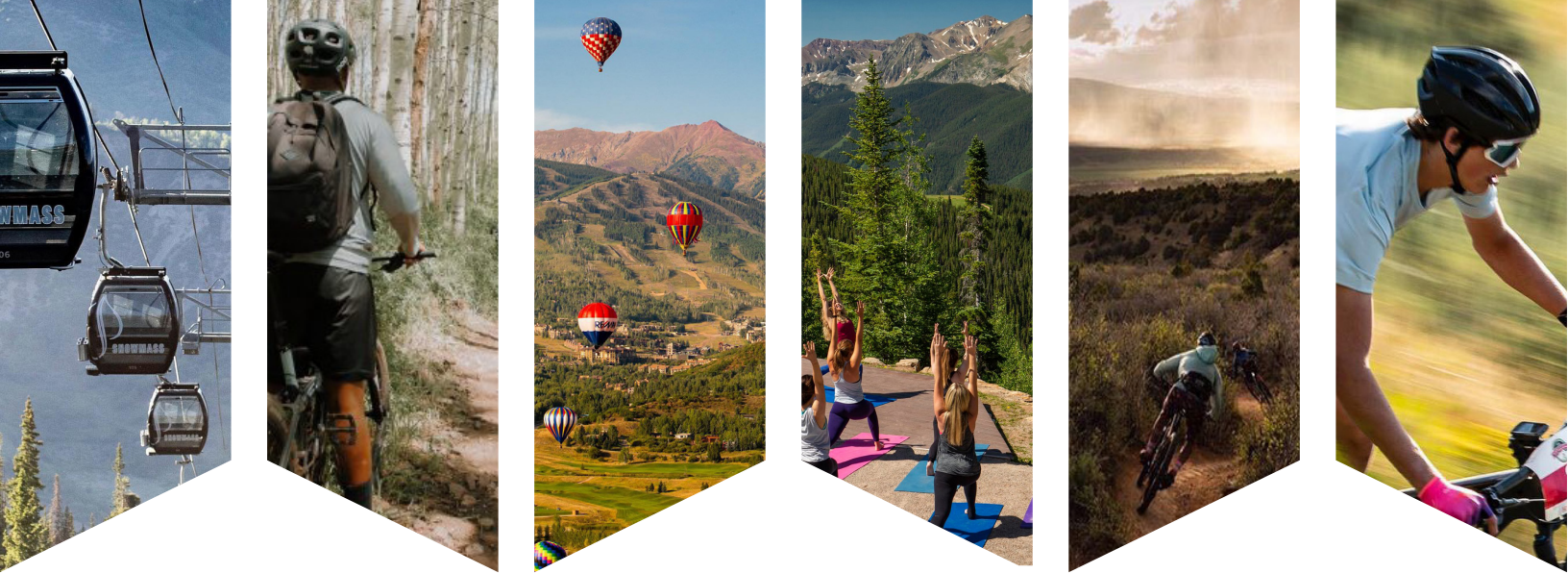
1. With large 10-year capital improvement plan, remain committed to the County long-term;
2. Manage the airport finances through capital improvements included in the Common Ground Recommendations adopted by the BOCC;
3. Ensure the financial wellbeing of the airport and other funds;
4. Become a leader within Pitkin County.

## Compensation & Benefits

The salary range for this position is \$84,226 - \$102,715. In addition, the County will pay up to \$6,000 for moving expenses. The County has an outstanding benefits package including:

- Medical
- Dental
- Vision
- 401a retirement account with 13% paid by employer
- 457b voluntary retirement savings with a 1% employer match
- Paid Time Off
- Health Savings Account
- Flex Spending
- Holidays
- Employee Assistance Program
- Housing Purchase Program
- Potential Short-Term Housing Assistance
- Pitkin County does not participate in Social Security; it offers a 401a plus life and AD&D insurance in lieu of.





## Inquiries

Pitkin County has enlisted the services of ACS Firm to lead and manage this recruitment process including, all communications, inquiries, applications and evaluations. The entire process will remain strictly confidential within reason of public sector employment.

**Please direct all inquiries to ACS Firm through:**

Eric Mercado  
[Eric@ACSFirm.com](mailto:Eric@ACSFirm.com)  
 424.218.9950

**Communication with the Pitkin County, Aspen/Pitkin County Airport, its agents and/or sister organization(s) by potential applicants or others conducting outreach on an applicant's behalf is prohibited and will disqualify the applicant from the process.**



Pitkin County is an equal opportunity employer and complies with all applicable federal, state and local fair employment practice laws. Pitkin County prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin, ethnicity, sex, gender, age, disability or any other characteristic protected by law. The policy applies to all terms, conditions, and privileges of employment.



ACS is a full-service human capital management firm for the aviation and transportation industries. As the premium provider of executive recruitment, leadership development and organizational development solutions, ACS offers a fresh perspective with innovative and comprehensive solutions to the growing industry needs. We "Elevate the Industry" as we partner with it and its professionals on their path toward industry success, one professional and one organization at a time.

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