

CIRSA

DENVER, COLORADO



invites your interest in the position of

CHIEF FINANCIAL OFFICER



CIRSA

(The Colorado Intergovernmental Risk Sharing Agency)

CFO – AN EXCEPTIONAL OPPORTUNITY



This is an outstanding opportunity to provide effective financial management for one of the nation's premier public risk pool programs.

CIRSA is seeking for its Chief Financial Officer (CFO) position a capable finance and accounting professional who is a hands-on leader and manager and well-versed in the public risk pooling field, and especially insurance accounting, and who has a demonstrated track record as a partner in the strategic planning processes of pools or other insurance organizations.

ABOUT CIRSA

CIRSA is a member-owned self-insurance pool formed in 1982. It provides workers' compensation and property/casualty coverages and services to 273 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, sets rates and oversees 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 both pools is approximately \$54 million.

The 47 employees serve CIRSA members from the main office in Denver and field 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 members have access to a wealth of loss prevention, legal and liability, and coverage assistance services, all delivered by certified professionals, 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, is the 22nd most populous city in the nation. The 10-county metropolitan statistical area has a population of 2.8 million, making it the 21st most populous in the country.

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, DeVry University and the U.S. Air Force Academy.

Websites:

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

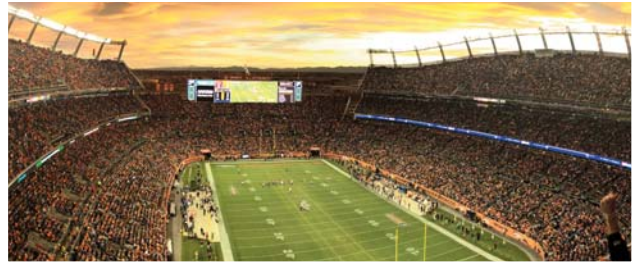
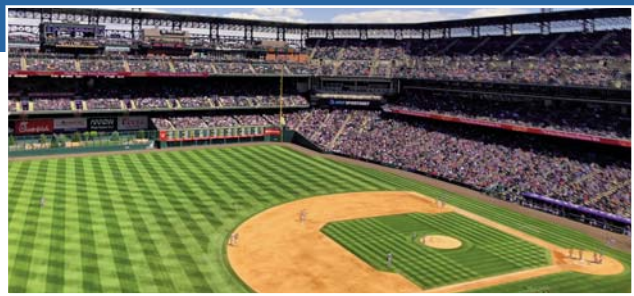
THE CHIEF FINANCIAL OFFICER (CFO) POSITION

The previous CFO recently was selected to serve as Deputy Director/Executive Director Designate of a public risk pool in another state, after 20 years of service to the CIRSA membership.

The CFO directs Finance Department functions, including accounting and financial statements, budget development and administration, investments, member rate calculations and human resources, and is appointed and supervised by the Executive Director. This position supervises the Accounting Supervisor, Human Resources Coordinator and the Financial Analyst/Accountant.

Essential Duties and Responsibilities:

- Supervises Finance Department staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and, making hiring, termination and disciplinary recommendations.
- Directs and coordinates Finance Department activities such as accounting, financial reporting, and investing to include coordinating and reviewing the work plan, resolving conflicts and responding to complex correspondence and questions.
- Monitors and evaluates efficiency and effectiveness of service delivery methods and procedures to include identifying and implementing improvements; assessing workloads and administrative and support systems; and, assessing internal and external relationships.
- Reviews and approves financial statements reports, records and reconciliation reports ensuring appropriate documentation and that policies and procedures are maintained.
- Reviews and approves investment transactions to ensure accuracy, appropriateness and compliance with investment policies.
- Represents the Agency and provides information to other agencies or members to include: preparing and giving presentations; visiting municipalities; reviewing Board minutes; and, responding to correspondence or phone conversations.
- Prepares and submits audited statutory financial statements including scheduling and coordinating annual audits and presenting audit reports and financial statements to the Board for review.
- Manages, develops and administers annual budgets including preparing expense allocations, forecasting additional funds, monitoring and approving expenditures, and implementing adjustments.



- Manages and participates in the development and implementation of goals, objectives, policies and priorities of programs to include recommending and administering policies and procedures.
- Develops and presents the 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 actuaries in loss projection process; developing and presenting proposed rating process; conducting cost/benefit analyses for insurance coverage; and, reviewing and evaluating all benefit programs.
- Performs special projects assigned by the Executive Director and other duties of a similar nature or level.

JOB QUALIFICATIONS:

Knowledge, Skills and Ability

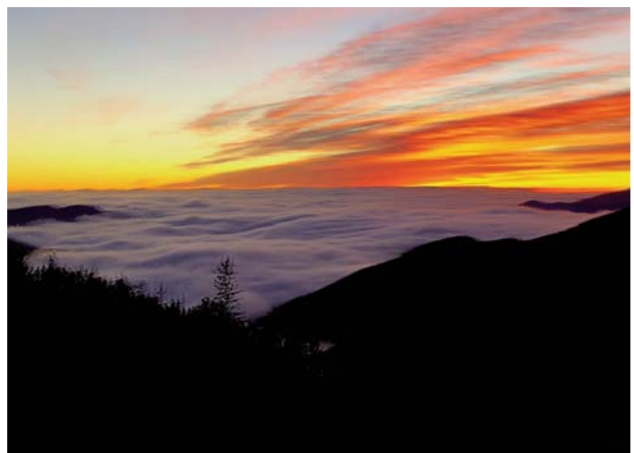
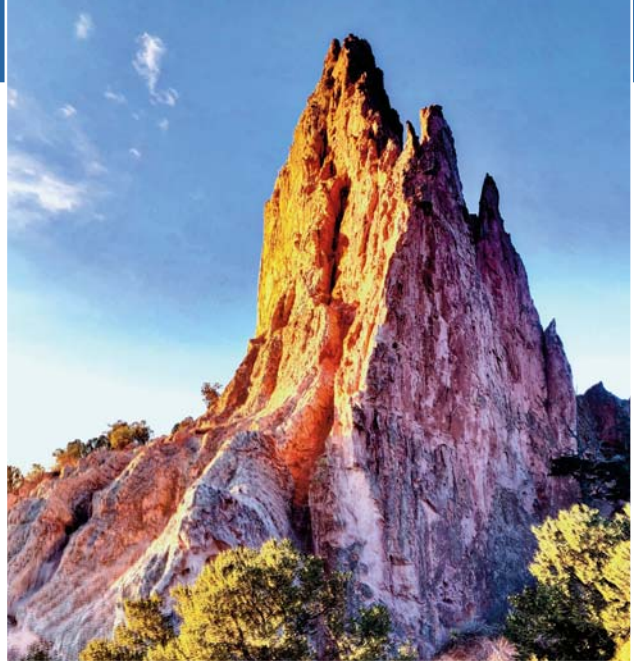
- Computers and related software applications;
- Leadership principles;
- Supervisory principles;
- Finance administration principles;
- Applicable state, federal and local laws and regulations;
- Actuarial methods and terminology;
- Organization and management principles and theories;
- Generally accepted accounting and auditing principles for non-profit, governmental and insurance organizations;
- Statutory accounting principles.
- Preparing and giving presentations;
- Determining rates;
- Conducting and facilitating meetings;
- Supervising staff;
- Performing conflict resolution;
- Planning, developing and evaluating programs;
- Developing relationships with other agencies or organizations;
- Developing, implementing and administering budgets;
- Preparing written reports;
- Organizing multiple tasks simultaneously;
- Using computers and related software;
- Allocating resources;
- Communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

THE IDEAL CANDIDATE

The ideal candidate must have a bachelor's degree in finance, accounting or related field from an accredited institution, and preferably a relevant advanced degree. He or she will have at least seven years of progressively responsible accounting experience, including insurance accounting, and two years of supervisory experience. Strong experience in strategic planning in the pooling or insurance fields is highly desirable. Must be a Certified Public Accountant (CPA), but it might be possible for a strong candidate who is near fulfilling the requirements for licensure to complete the education and work experience requirements and prepare for the CPA examination while serving as CIRSA CFO.

Competencies:

- Effective leadership and management skills
- Thorough understanding of insurance and risk management principles
- Demonstrates strategic agility, using broad knowledge and perspective to credibly envision future possibilities and likelihoods, using them to produce innovative strategies and plans
- Motivates others effectively by creating a climate in which staff can do their best and empowering them to succeed
- Embraces the organization's mission and purpose, and inspires others to support an optimistic vision of CIRSA's future.
- Has a customer focus; is dedicated to meeting the expectations and requirements of internal and external customers; acts with the needs of customers in mind
- Makes sound decisions based on analysis, wisdom, experience and judgment
- Understands and can maneuver effectively through complex political and organizational issues.
- Sound business acumen, adding value to all functional areas through knowledge of practices, trends, and how strategies and tactics will work in our marketplace
- Understanding of and appreciation for the forms of local government in Colorado; and general knowledge of the requirements, laws and duties applicable to Colorado cities and local officials
- General knowledge of the principles and practices of underwriting, investment management, reinsurance and excess insurance, and regulatory requirements; or ability to master relevant concepts quickly
- Strong appreciation for the character and diversity of our cities and towns, including geography, ethnicity, cultures, gender and other factors, with a realization that continuing changes present new opportunities and needs
- Demonstrated ability to keep elected officials and staff members informed about significant financial trends, opportunities and challenges that should be addressed
- Strong negotiation and problem solving skills to work with reinsurers and other business partners, along with other staff members, and address future opportunities, needs and challenges.





Personal Qualities:

- Demonstrates emotional intelligence and handles interpersonal relationships judiciously and empathetically
- Demonstrates impeccable integrity and easily earns and maintains the trust of others
- Is approachable and easy to talk to; warm, pleasant and gracious; is a good listener
- Servant leader, good example for staff members

Additional desired qualifications, experience and characteristics:

- Strong organization and management skills, and open to productive changes, but with an understanding of how and why current organizational structure, functional assignments, and policies and procedures were developed
- Demonstrated strong budget development and financial management skills
- Entrepreneurial aptitude, with willingness to work with other staff members to develop and implement innovative member services that foster continued engagement among members and potentially attract new members
- Able and willing to make sound, timely recommendations, and decisions where appropriate, after consideration of relevant information and alternatives, including evaluation of results of prior decisions, and adequate consultation with the Executive Director and knowledgeable staff members
- Good at conflict resolution and mediation
- Demonstrated ability to work productively with and for elected or appointed policy-making bodies, and facilitate, mediate and assist in forging consensus
- Ability, willingness and creativity to provide sound financial advice to the Board of Directors and other senior staff members to capitalize on needs and opportunities to employ innovative technology and offer new or expanded service offerings
- Strong public presentation and written communications skills and ability to address complex local government and risk management issues clearly and persuasively
- Able and willing to build and maintain strong working relationships with members and partners, as part of a strong team
- Leadership style that delegates authority and responsibility, motivates staff, encourages employees to offer constructive input with meaningful consideration, and empowers and trusts staff members to make sound decisions and contributions to serving our membership based on clear communication of general expectations without micromanagement, but with accountability and recognition of achievements, and openness to appropriate changes to organizational structure

- Committed to high ethical standards and transparent operations, ability to sustain consistent compliance with legal and fiduciary requirements and establish a high level of credibility with local officials, Board members and staff
- Demonstrated sound personnel management experience with willingness and ability to make timely and fair personnel decisions, lead talented staff members from several generations, assure healthy and productive balance between work and personal lives, and invest adequate time and financial resources toward development, health and wellness of employees, and engage in sound succession planning with reasonable opportunities for advancement
- Commitment to productive personal and staff professional development, including travel as necessary and appropriate to productive professional conferences





COMPENSATION AND BENEFITS

Market competitive salary range: \$127,300 - \$145,640 - \$173,145. Expected starting salary \$127,300 – \$145,640, depending on experience, education and other qualifications. Excellent benefits.

TO APPLY

To apply for this outstanding opportunity, send a letter of interest and resume by **email** to: **Ellis Hankins, Senior VP, The Mercer Group, Inc., cirsacfo2018@gmail.com**

The Mercer Group, Inc. is assisting CIRSA with its CFO search. The firm provides executive search and other consulting services to local governments and other public and private sector clients nationwide. To discuss the position or search process, call Ellis Hankins at 919-349-8988.

Receipt of applications will be acknowledged by email. If timely acknowledgement is not received, please inquire by email or phone.

First review of applications will begin by September 5, 2018, and there might not be an opportunity to consider applications submitted after that date. Following a process and timeline approved by the Executive Director, applications will be considered carefully and interviews with selected semifinalists are expected to be conducted in early October.

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.

