



## **DIRECTOR OF ADMINISTRATION AND FINANCE**

Come join a great team and work for a progressive organization serving Adams, Arapahoe and Douglas Counties. Tri-County Health Department (TCHD) is a nationally recognized local health department looking for a talented professional who will perform high level management and administrative duties in the planning, coordinating, and direction of the accounting, finance, facilities, information systems, vital records, and purchasing activities. Must have strong knowledge of government accounting, contract administration, budget development and management, and information technology.

Requires a Master's Degree from an accredited college or university with major coursework in finance, accounting, business administration, public administration or a related field. Must have at least 10 years progressive experience performing technical tasks in the accounting field, 5 years of which must include supervision at the manager level or equivalent.

Salary: DOQ

Full benefits accompany this opening. For confidential consideration, please submit a cover letter and curriculum vitae to Nancy Allen; FAX 303-741-2351. Email: [humanresources@tchd.org](mailto:humanresources@tchd.org) Open until filled. [www.tchd.org](http://www.tchd.org) EOE