# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: APRIL 5, 2013**
**CLOSING DATE: MAY 5, 2013**

**DEPARTMENT:** **Finance**

**POSITION:** **Finance Director**

**LOCATION:** **Globe**

**JOB CODE:** **13-032**

**ANNUAL SALARY:** **$59,488.00-$72,488.00 DOE**

**NATURE OF WORK**

Plans, organizes and directs staff and financial operations in maintaining the accuracy and integrity of financial and accounting records and systems of the County.

**DUTIES AND RESPONSIBILITIES:**

- Plans, develops, and evaluates Department's goals, objectives, policies and procedures; interprets laws and regulations; develops systems and standards for program evaluation; assures Department's activities are in compliance with all laws, policies and regulations; performs all duties required by applicable state law, Arizona Revised Statutes and generally accepted accounting procedures.
- Directs the department management and staff through appropriate delegation and work supervision; meets regularly with staff to discuss and resolve workload and technical issues; reviews work in progress in order to anticipate technical and management problems; implements changes to improve the organization's functions and processes.
- Organizes and directs the Finance Department activities including accounting, payroll, and accounts payable and purchasing functions; review monthly, interim, and comprehensive annual reports, ensuring adherence to statutory and regulatory reporting requirements and policies; reconciles and verifies general ledger transactions.
- Develops, directs, maintains and audits County funds, accounting, general ledger system, financial statements, purchasing, accounts payable and payroll functions.
- Develops, maintains, monitors and ensures compliance with departmental policies/procedures and statutory and regulatory requirements.
- Oversees internal audits of County departments; audits records of established payroll tax; oversees grant applications and compliance with grants; coordinates the annual external audit process.
- Researches, compiles data, reviews and coordinates annual County budgets review/development with County Supervisors and Department Heads; participates in budget hearings and prepares various budget and financial reports in accordance with Federal, State and other governmental agency reporting requirements.
- Coordinates and consults with CPA auditors and State Auditor General Office; prepares financial impact statements.
- Conducts research and compiles data for required financial reports; ensures compliance with UMAC and GAAFR regulations; oversees and coordinates audit activities and processes; researches, compiles and reviews audit information.
- Develops and implements long range financial plans in relation to County revenue targets, expenditures and investments; prepares and analyzes financial and statistical reports necessary for senior management relating to expenditures, revenues, departmental forecasting, etc.
- Establishes and maintains communication with County department heads, elected officials, vendors and other agencies to analyze issues, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of County goals.

**WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; must be capable of traveling to and from various work locations on a frequent basis to attend meetings.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in Accounting, Finance, Business Administration or a related field and seven years of professional accounting and auditing experience preferably in public accounting, including three (3) years supervisory/management experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License

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**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial administration; Government Accounting Standards Board (GASB), and Financial Accounting Standards Board (FASB) standards, recommended practices and policies.; Accounting principles and practices; Federal and State regulations governing accounting activities; processes for developing and implementing county budgets; methods for developing financial plans and objectives; supervisory principles, practices and methods; principles and practices of legal, ethical and professional rules of conduct; applicable State and Federal statutes, rules, codes and regulations; statistical models for budgeting and forecasting; business and personal computers, and spreadsheet software applications; County organization, operations, policies and procedures.

**Ability to:** Assess and prioritize multiple tasks, projects and demands, and delegate tasks and authority; demonstrate analytical ability in defining problems, collecting data, analyzing information, and making logical conclusions based on facts; interpret a variety of technical instructions and manage abstract and concrete variables; apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, correlation techniques, and factor analysis; develop departmental plans, objectives and policies; prepare financial reports; ensure compliance with accounting standards and regulatory requirements; demonstrate effective interpersonal relationships in bringing people together to solve problems.

**Skills in:** Directing all aspects of County financial operations, activities and evaluate staff; reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; analyzing complex financial issues, evaluating alternatives, and making logical recommendations based on findings; effective verbal and written communication; presenting information and responding to questions from groups of managers, employees and the general public; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.