# GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

**POSTED: OCTOBER 7, 2013**
**CLOSING DATE: OCTOBER 18, 2013**

**DEPARTMENT:** **Superintendent of Schools**

**POSITION:** **Chief Deputy Superintendent of Schools**

**LOCATION:** **Globe**

**JOB CODE:** **13-109**

**ANNUAL SALARY:** **$43,160.00-$64,064.00 DOE**

**NATURE OF WORK**

Manages the business, accounting and auditing operations of all statutory fiscal responsibilities involving public school districts; administers the business affairs of the Gila County Education Service Agency; assists in the administration of the Office of the Gila County Superintendent of Schools; and performs related work as required or assigned. This position is appointed, unclassified and exempt from the Gila County Merit System Rules.

**DUTIES AND RESPONSIBILITIES:** (Work assignments may vary depending on needs and will be communicated by the Superintendent).

- Manages, directs and administers all business, accounting and auditing functions of the department.
- Hires, trains, and supervises assigned support staff, including completing performance evaluations, enforcing county policies, supporting opportunities for professional growth, and ensuring effective and efficient practices and procedures.
- Manages the department's budget and the Annual Financial Report and cooperates with other county departments as needed to ensure the best possible services to taxpayers with available resources.
- Manages and supervises the preparation of financial and statistical reports for governmental and other agencies; provides support and information as needed for audit of county and school district fiscal operations.
- Manages, directs and supervises monitoring of expenditures, budget analysis, budget control, and preparation of financial statements for public school districts within Gila County, including reconciliation and approval of state, federal and private grants.
- Assists school districts with budget preparation and ensures compliance with applicable laws and regulations, including the Uniform System of Financial Records.
- Coordinates with school districts and county finance department to determine annual tax rates and levies.
- Provides support and information concerning school laws, school finance, budgets, tax rates and related subjects to school district personnel, governing board members, other county school offices, the Arizona Department of Education and the general public as needed.
- Serves as liaison between school districts and the Arizona Department of Education, the Arizona Auditor General's Office, the County Treasurer's Office and other county departments.
- Distributes all laws, reports, circulars, instructions and forms which may be received from various state officials for the use of school district officials.
- Ensures all statutory obligations are completed by office staff within guidelines of the Arizona Revised Statutes, the Uniform System of Financial Reporting and the Uniform Accounting Manual for Arizona County School Superintendents.
- Administers the business affairs and operations of the Gila County Education Service Agency, including monitoring of grants, revenues, expenditures and related functions, maintenance of personnel files, and oversight of payroll functions.
- Serves as office manager.
- Serves as county liaison with other county departments.
- Represents the Superintendent of Schools in his/her absence and at certain meetings and conferences.
- Performs other job related duties as assigned.

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**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 able to work irregular hours of necessary.

**EMPLOYMENT STANDARDS:**

A Bachelor's degree from an accredited college or university with a major in accounting, finance, business administration or a closely related field and three or more years of progressively responsible government administrative or accounting experience, preferably related to public schools; supervisory experience preferred. An equivalent combination of experience, education and training which provides the desired knowledge, skills and abilities may be stated may be substituted stated minimum requirements at the discretion of the Superintendent or appointing authority.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:**

- Principles and practices of school district financial management, accounting, payroll, and controls;
- Laws, rules, and regulations governing school district and government accounting and financial prodedures;
- Electronic data processing systems as applicable to school district and government financial operations and record keeping; and
- Principles and practices of office management and supervision.

**Ability to:**

Maintain mental response and quickness; read and write at college level; make sense of data and information; solve problems using deductive reasoning; communicate effectively orally and in writing; assign, supervise and evaluate the work of assigned support staff.

**Skills in:** Active listening; critical thinking and problem solving; analyzing operations; communicating diplomatically; customer service; time management; typing and data entry; multi-tasking.

**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.