

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: AUGUST 16, 2016**  
**CLOSING DATE: SEPTEMBER 16, 2016**

**DEPARTMENT:** Finance

**POSITION:** Finance Director

**LOCATION:** Globe

**JOB CODE:** 16-074

**ANNUAL SALARY:** \$70,232-\$98,324 DOE

### PURPOSE OF THE JOB

The purpose of this position is to plan, develop, and evaluate 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. The Finance Director organizes and directs the Finance Department activities including accounting, payroll, 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.

### SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities. Makes recommendations on employee discharge; hiring employees; scheduling work hours of employees; evaluating employee performance; handling employee grievances; training; granting time off; employee promotions; salary increases; disciplinary actions and coaching.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
<ul style="list-style-type: none"><li>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.</li></ul>	20%
<ul style="list-style-type: none"><li>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.</li></ul>	15%
<ul style="list-style-type: none"><li>Develops, directs, maintains and audits County funds, accounting, general ledger system, financial statements, purchasing, accounts payable and payroll functions; 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.</li></ul>	15%
<ul style="list-style-type: none"><li>Develops, maintains, monitors and ensures compliance with departmental policies/procedures and statutory and regulatory requirements.</li></ul>	15%
<ul style="list-style-type: none"><li>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.</li></ul>	15%
<ul style="list-style-type: none"><li>Coordinates and consults with CPA auditors and State Auditor General Office; prepares financial impact statements. 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.</li></ul>	10%
<ul style="list-style-type: none"><li>Conducts research and compiles data for required financial reports; ensures compliance with UAMAC and GAAFR regulations; oversees and coordinates audit activities and processes; researches, compiles and reviews audit information.</li></ul>	10%
<ul style="list-style-type: none"><li>Performs other duties as assigned.</li></ul>	

### BUDGET RESPONSIBILITIES

This position reviews the consolidation of budget from all Gila County departments, makes recommendations, approves reports and statistics, presents and communicates County-wide level budget information.

### PROJECT RESPONSIBILITIES

Initiates, communicates and provides leadership on projects involving organizational planning, organizational development, human resources, quality assurance and process improvement projects.

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### **ORAL COMMUNICATION DUTIES**

This position trains colleagues, explains County procedures or processes, responds to public inquiries, negotiates or persuades and moderates, presides over and leads meetings.

### **WRITTEN COMMUNICATION DUTIES**

This position creates or edits documents, internal memos, emails, procedures, formal letters and reports.

### **INTERACTIONS WITH THE GENERAL PUBLIC**

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other Institutions over the telephone, by email, and/or in person.

### **INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Regularly (More than 55% but less than 70% in a year)

### **MINIMUM EDUCATION REQUIRED**

Bachelor's Degree in Accounting, Finance, Business Administration or a related field or equivalent combination of education, training and experience.

### **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Ten (10) years governmental accounting experience; or equivalent combination of education, training and experience.

### **PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED**

Government Finance Officers Certification preferred.

### **KNOWLEDGE REQUIRED**

Finance, accounting, payroll, accounts payable, labor laws. 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.

### **SKILLS REQUIRED**

Analytical thinking, reading, communicating diplomatically, customer service, developing training strategies, problem solving, developing alternative solutions, multi-tasking, reading and interpreting. 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.

### **ABILITIES REQUIRED**

Express one's self orally, solve problems using deductive reasoning, perform mathematical operations, make sense of multiple data, read and write at professional level. 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.

### **PHYSICAL DEMANDS**

- May be required to lift work related materials or equipment up to 75 lbs.
- Constantly requires dexterity for keyboard operation; rarely requires dexterity for special gadgets and special machines.
- Incumbents in this position may be required to walk to and from work site, stoop and twist.

### **WORK ENVIRONMENT**

Incumbents in this position constantly spends time in office environment.

**SAFETY RISK EXPOSURE**

Incumbents in this position are generally not exposed to safety risk.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**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.