



Finance Manager – Accounting



■ THE COMMUNITY

The Sonoran Desert surrounds Tucson with majestic mountain ranges and lush desert valleys. Nearly one million Tucsonans enjoy as many as 350 days of sunshine each year and average temperatures of 83 degrees. No matter what you love to do outdoors, with twenty-seven thousand acres of park land, there are many beautiful places to hike, climb, bike, ride and camp. The southern Arizona region is ranked as one of the five best areas in the United States for bird watching. Golfing is available year-round with over forty public and private golf courses. The mild winters are enjoyable, but if you are missing a little of that northern winter chill you can experience the snow covered slopes on Mt. Lemmon only an hour away.

Nicknamed the Old Pueblo, Tucson is Arizona's second largest and oldest city blending Indian, Spanish, Mexican and Anglo heritages. It retains the charm of its frontier roots and is highlighted by beautifully colored sunsets that profile the rich cultural community heritage and progressive growing future. The museums, galleries, theaters, dance companies, musical and community events, and festivals are plentiful within this natural desert environment. Tourism contributes almost \$2.5 billion annually to the local economy and will continue to be a major contributor to the region's economic base.

What Makes a Place Great?

Learn more about our beautiful community by watching the Tucson Regional Economic Opportunities video:

www.youtube.com/watch?v=zRkVIPdatPI

■ THE CITY & FINANCE DEPARTMENT

The City operates under a Council-Manager form of government and provides the following services to the community: General Government, Police, Fire, Environmental Services, Transportation, Golf, Parks and Recreation and Water. The City's budget is developed annually under the direction of the City Manager, using Mayor and Council budget policies. The Fiscal Year 2015 combined total budget for all funds is \$1.265 billion.

The Finance Department's mission is to provide strong fiscal stewardship through the delivery of high quality financial services that support the operations of the City. Services provided include financial reporting, accounting systems administration, accounts payable, accounts receivable, payroll administration, cash collections and investments, revenue administration, business licensing, tax investigations, tax audit, debt management, pension administration, and risk management.



■ FINANCE MANAGER

The Finance Department is currently seeking a highly motivated qualified individual to assist the Accounting Operations Administrator in leading the City's financial and accounting reporting operations, including but not limited to the preparation of the City's Comprehensive Annual Financial Report (CAFR) and Single Audit.

Examples of essential duties may include:

- Supervise professional accounting staff comprised of 9 employees.
- Coordinate day-to-day accounting operations including journal voucher processing, period closing, account analysis, adjusting entries and financial reporting.
- Play an integral role in the analysis and implementation of complex accounting regulations.
- Assist in the city-wide effort of preparing the CAFR and Single Audit in accordance with generally accepted accounting principles and best practices.
- Review work papers and financial statements prepared by accounting staff.
- Streamline processes to gain efficiencies and meet reporting deadlines.
- Prepare financial statements, reports and various CAFR documents including but not limited to the City's entity-wide Statements of Net Assets and Activities and Management Discussion and Analysis.
- Participate in financial system upgrades and patches and implementation of new financial system functionality. Ensure accounting functionality meets expectations and regulatory requirements.
- Assist departmental financial staff in analyzing accounting and budget issues.
- Develop and maintain a formal training program for fund accountants and principal accountants.
- Develop and execute financial reporting policies and standard operating procedures.
- Ensures that section operations conform to local, state, and federal governmental regulations and other applicable rules and requirements.

■ QUALIFICATIONS

The ideal candidate will possess a strong working knowledge of governmental accounting, municipal finance, best practices in audit and internal controls, as well as accounting systems and Microsoft Office. In addition, candidates for this position should demonstrate the ability to effectively manage professional level accounting staff, exhibit strong interpersonal and communication skills, and lead by example through a strong and supportive work ethic.

Required:

- Bachelor's degree in accounting, finance or directly related field
- Five years or more of full-time experience in accounting, finance or related field
- Three years or more of lead/supervisory experience in accounting, finance or employee benefits and use of financial accounting software
- Valid driver's license

Highly Desirable:

- Professional certification (CPA, CPFO) or master's degree in related field
- Five years or more of progressively responsible accounting experience at a professional level in a state or local government
- Five years or more of progressively responsible supervisory experience
- Experience/knowledge in CGI Advantage ERP Systems
- Formal training and work experience in Lean Six Sigma

An equivalent combination of education and relevant experience with particular knowledge, skills and abilities to successfully perform position duties will be considered.

■ COMPENSATION & BENEFITS

The salary range is \$58,676 - \$99,756 and is dependent upon the qualifications and experience of the successful candidate. The City of Tucson offers employees an excellent fringe benefit package, including a defined pension plan, a voluntary deferred compensation 457 plan and 401(a) plan, health, dental and life insurance, sick and vacation accruals.



■ APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, you must apply on-line at www.tucsonaz.gov/jobs. In addition, a cover letter with current salary, resume and three work-related references must be emailed by January 18, 2015 to:

Marisela Celaya, HR Analyst
City of Tucson Human Resources
E-mail: Marisela.Celaya@tucsonaz.gov
Subject Line Must Read: Finance Manager

The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol free workplace. Diverse candidates are strongly encouraged to apply.

