



Accounting Operations Administrator



■ 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 2017 combined total budget for all funds is \$1.372 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.



■ ACCOUNTING OPERATIONS ADMINISTRATOR

The Finance Department is currently seeking a highly motivated qualified individual to assist the Director's Office 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:

- Lead the city-wide effort of preparing the CAFR and Single Audit in accordance with generally accepted accounting principles and best practices.
- Supervise accounting staff comprised of 10 employees, with 2 direct reports.
- Prepare CAFR documents including but not limited to the Transmittal Letter and financial note disclosures.
- Perform high level reviews of work papers and financial statements prepared by accounting staff.
- Provide back up support to the Accounting Services Administrator who oversees payroll, accounts receivable, bank reconciliations, delinquent accounts and accounts payable.
- Play a prominent role in the analysis and implementation of complex accounting regulations, as well as accounting system patches, upgrades and implementations.
- Coordinate city-wide training on various accounting topics using a variety of modalities including training manuals, on-demand videos and classroom instruction.
- Ensure business continuity in day-to-day operations by documenting standard operating procedures and working with various stakeholders on emergency planning.
- Ensure that division operations conform to local, state, and federal governmental regulations and other applicable rules and requirements.
- Support the Director's Office in presenting and communicating financial information to various stakeholders in the community including elected officials, responding to public information requests, policy development, problem solving and strategic planning.
- Assist with implementing the department vision through division activities that maximize employee productivity and morale through hiring, evaluating employee performance and other human resource actions.
- Oversee the planning, implementation, direction and management of all functions and resources of the division to achieve the strategic objectives of the department and the City in an efficient and effective manner.

■ 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, be committed to developing positive working relationships, demonstrate strong communication skills (oral and written), 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
- Four years or more of supervisory experience in accounting, finance, or related field
- Valid driver's license

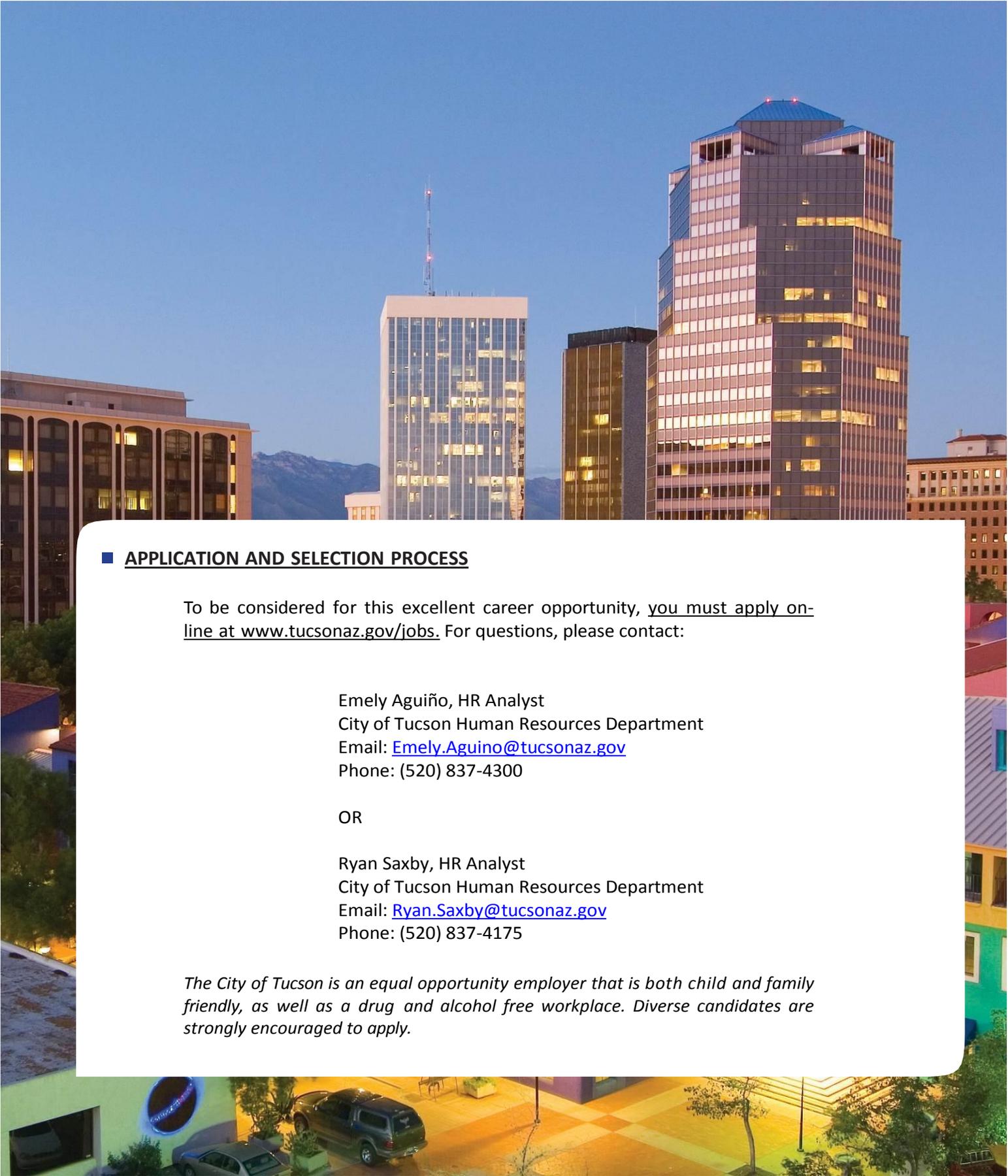
Highly Desirable:

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

■ COMPENSATION & BENEFITS

The salary range is \$65,041 - \$110,385 with the hiring range up to midpoint and 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. For questions, please contact:

Emely Aguiño, HR Analyst
City of Tucson Human Resources Department
Email: Emely.Aguino@tucsonaz.gov
Phone: (520) 837-4300

OR

Ryan Saxby, HR Analyst
City of Tucson Human Resources Department
Email: Ryan.Saxby@tucsonaz.gov
Phone: (520) 837-4175

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.