

FINANCE DIRECTOR
APACHE COUNTY, ARIZONA

NATURE OF WORK:

Responsible for work of considerable difficulty in the planning, implementation and evaluation of County accounting and fiscal activities.

TYPICAL DUTIES:

- Directs, develops and maintains the County's fund accounting, general ledger system and financial statements.
- Directs and manages the purchasing department, verifying that the County is in compliance with all statutory requirements.
- Directs and manages the accounts payable for the County including the implementation of proper controls over the accounts payable process.
- Directs and manages the tracking and recording of fixed assets and inventory. This includes the developing and implementation of accounting controls that assure compliance with all statutory regulations.
- Directs the production of monthly and annual financial reports. Oversees and coordinates the annual audit activity while preparing supporting documentation and summary schedules for the County's annual audited financial statements. Directs and coordinates the preparation of the annual Expenditure Limitation Report for the audit.
- Oversees the development of the annual County budget by allocating department resources including budget, staff, equipment and supplies in line with department goals and objectives and to ensure compliance with County budget policies, operations and provisions; projects costs for upcoming year, analyzes last year's expenditures, and provides for future needs.
- Develops the annual "Resolution Setting Rates & Levies" with consideration of budget needs and carryover estimates, calculates tax rates for all taxing districts (with exception of school districts). Prepares the "Additional State Aid to Education" calculations and send them to Arizona Department of Revenue (ADOR). Prepares and submits to ADOR the tax rate transmittal documents.
- Prepares reports regarding department activities, issues and planned courses of action; makes presentations to the Board of Supervisors, County Manager and other audiences.
- Coordinates and manages the various financial and accounting programs for the county. Directs the production of monthly and annual financial reports.
- Researches financial information for outside departments. Represents the County to outside agencies such as other cities, towns, highway groups, and other governmental agencies.
- Performs general supervision of Finance Department staff through selecting, developing, evaluating, monitoring their activities, providing guidance and making assignments; plans, directs and coordinates department activities through subordinate staff; ensures compliance with state and federal requirements.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices for governmental fund accounting and budgeting systems
- Knowledge of statutory and regulatory requirements for Arizona county fiscal operations
- Ability to plan, organize and direct accounting activities to achieve assigned goals
- Ability to establish and maintain effective working relationships with others

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting and CPA. Seven (7) years work experience including three (3) years administrative accounting experience. Audit work experience or exposure to audit situations is desirable.

This position pays \$75,048 per year

ALL POSITIONS MUST HAVE AN APACHE COUNTY EMPLOYMENT APPLICATION FOR CONSIDERATION.

To obtain an application, please use the following link:

<http://www.co.apache.az.us/wp-content/uploads/2015/01/jobapp.pdf>