



CITY OF MESA
invites applications for the position of:
Assistant Finance Director

SALARY: \$75,233.16 - \$113,027.20 Annually

OPENING DATE: 07/28/17

CLOSING DATE: Continuous

DESCRIPTION/DUTIES:

First review of applications is Thursday, August 10, 2017. This classification has been designated as a non-classified, non-merit system, at-will position.

An Assistant Finance Director is responsible for assisting the Finance Director in managing, directing, and supervising the activities of the Accounting Department and for performing highly complex professional-level accounting analysis. An employee in this class provides input to policy development/revision activities and is expected to explain/interpret policy to other employees in the Accounting Department and to employees in various City departments. An employee in this class is involved with the planning, development, implementation, operation and coordination of the City's Enterprise Resource Planning (ERP) system with integration with Financial and Human Resource modules; data interfaces from various City Department information systems; personal computer (PC) applications; and communications within the Accounting Department.

The Assistant Finance Director will be assigned to complete the Comprehensive Annual Financial Report (CAFR) and coordinate with various City departments to ensure compliance with the Governmental Accounting Standards Board (GASB) statements. Responsibilities include: gathering data to accurately complete the CAFR in a timely manner; providing information and support to departmental staff to comply with regulatory requirements; overseeing and training professional and paraprofessional staff and reviewing results for accuracy, timeliness, and compliance with regulatory requirements; planning, scheduling, and coordinating work to complete assigned projects, and responding to technical questions and issues from external auditors. Additional duties performed include: developing and implementing training for City department personnel regarding compliance with GASB requirements. The Assistant Finance Director assigned to the CAFR project is responsible for: initiating, coordinating, and reviewing changes or updates; reporting problems and recommending alternative solutions; and compiling data and preparing financial reports. The incumbent examines, interprets, and verifies a wide variety of financial documents and reports. This class is also responsible for analyzing all City of Mesa federal and state grant revenues and expenditures for compliance with grantee financial regulations, analyzing the Request for Proposal for audit services contract, work closely with Information Technology Department (ITD) to troubleshoot and maintain the Financial module; preparing the Single Audit and State Expenditure Limitation Reports; and administering the grant program.

Additional responsibilities include: functioning as the Finance Director in that person's absence; administering the investment program that includes diversifying the City's investment portfolio and working with the City's Investment Advisors, participating in the debt program by reviewing Bond Offering Documents, ensuring bi-annual payments are made, working with the City's Financial Advisor and Bonding Agent, and ensuring compliance with Post Bond Issuance Requirements. The Assistant Finance Director is responsible for supervising the various Accounting department functional areas which include Cost Accounting, Grants, Accounts Payable, Property Accounting, Joint Ventures, Community Facilities Districts, Property Damage,

Revenue and Receivables, Cash and Financial Reporting. An employee in this class has assigned supervisory responsibilities for professional-level staff in the Accounting Department. This class performs related administrative and management duties as required. The incumbent in this position is responsible for preparing and monitoring the Accounting Department budget regarding staffing, computer equipment, materials and supplies, and contractual services. This position also has responsibility to make recommendations for short-range and long-range planning related to automation, future systems, and technology within the Department.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from Accountant classifications by its requirement to be knowledgeable of the City's entire accounting function, and by the more advanced technical duties required in establishing and maintaining the Accounting Department's ERP, supervision of several senior accountants, account staff, and paraprofessional staff, interacts with all levels of management and employees as a functional owner of the Finance module, and participation on the ERP related boards. Furthermore, the Assistant Finance Director position is subject to special assignments by the Finance Director, and these assignments are broad in scope, requiring considerable use of independent judgment and initiative in making difficult technical decisions. Depending on the nature of special assignments, the Assistant Finance Director may also conduct classroom and individual training to various other Departments. An incumbent in this class exercises considerable initiative and independent judgment in resolving day-to-day problems, even where clear-cut guidelines are not available. This class is supervised by the Finance Director through reports, meetings, and conferences regarding results achieved. This class is FLSA exempt-executive.

QUALIFICATIONS & REQUIREMENTS:

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Bachelor's Degree in Accounting or closely related field. Extensive (5+ years) full-time, professional-level employment in accounting, auditing, budgeting, tax computation, or closely related financial activity.

Preferred/Desirable Qualifications. Considerable (3 - 5 years) supervisory experience of professional-level accounting staff and prior governmental experience in preparation of the CAFR and Single Audit Report, investment management, or as a City of Mesa Senior Accountant is highly desirable, as is previous experience with the City of Mesa. Enterprise Resources Planning (ERP) experience is preferred. Possession of a Certified Public Accountant (CPA) Certificate and/or Certified Governmental Financial Manager (CGFM) is highly desirable.

LINK TO JOB DESCRIPTION:

<http://apps.mesaaz.gov/jobdescriptions/Documents/JobDescriptions/cs4844.pdf>

The City of Mesa supports the following Council Strategic Initiatives: Economic Development, Quality Of Life, Community Engagement, Financial Stability and Regional Leadership. The City of Mesa respects, values, and welcomes diversity in our workforce. To this end, we encourage all interested people to apply. Human Resources reserves the right to close positions without prior notification.

APPLY ONLINE AT:
<http://mesaaz.gov/Jobs/>

Posting #06385
ASSISTANT FINANCE DIRECTOR
TC

PO Box 1466
Mesa, AZ 85211-1466
480-644-2758

480-644-3240

jobs.info@mesaaz.gov

Assistant Finance Director Supplemental Questionnaire

- * 1. Do you possess a Bachelor's Degree in Accounting or a closely related field?
- No
 Yes
- * 2. How many years of full-time experience do you have in professional-level employment in accounting, auditing, budgeting, tax computation, or closely related financial activity do you have?
- None
 Less than 5 years
 More than 5 years but less than 7 years
 7 years or more
- * 3. Of your full-time professional employment experience in accounting, auditing, budgeting, or closely related financial activity, how many of those years included lead/supervisory experience? Please detail your experience on your application.
- None
 Less than 3 years
 More than 3 years but less than 5 years
 5 years or more
4. Please describe your experience in the following areas: Grant Accounting, Cost Accounting, Fixed Assets and Accounts Payable management in detail, including the number of years in each area.
- * 5. How many years of experience do you have performing governmental accounting? Please detail your experience on your application.
- None
 Less than 3 years
 More than 3 years but less than 5 years
 5 years or more
- * 6. Please list any accounting software(s) that you have experience using. Please detail your experience on your application.
- * 7. Do you have experience in preparing or auditing Comprehensive Annual Financial Reports (CAFRs)? Please detail your experience on your application.
- No
 Yes
8. Do you have any work experience using AMS Advantage 3.8 or other ERP Systems? Please detail your experience on your application.
- * 9.

Do you have a current certification as Certified Public Accountant (CPA), or Governmental Financial Manager (CGFM)? Please include your certification(s) and date(s) of certification (s) on your application.

- No
- Yes

* Required Question