

## **Position Announcement**

### **Finance Manager**

The Central Arizona Governments (CAG) is seeking a Finance Manager to provide professional services to an office staff of 10 people. With our central office located in the City of Apache Junction, CAG is a regional governmental planning agency serving 17 communities, two counties and four Native American tribes.

The successful candidate will perform accounting tasks, including complying with state and federal regulations. Duties will include accounts payable, accounts receivable, reconciliation of accounts, budgetary compliance, general ledger accounting, financial statement preparation for both internal and external presentation, and other supporting skills necessary for the success of the department. Other functions of the position will include:

- Knowledge of Generally Accepted Accounting Principles related to public sector financial administration.
- Knowledge of applicable laws governing regulation, expenditure, and accounting for governmental and non-profit funds, and upholding CAG Fiscal Policies.
- Knowledge of federal/state funding and accounting in accordance with their respective guidelines.
- Managing and processing state and federal contracts.
- Preparing documentation for CAG's annual fiscal audit.
- Ability to conduct and verify financial computations and maintain financial records.
- Update and verify funding sources and contracts.
- Prepare CAG's annual budget including preparation of funding allocations, organizational worksheets, and other financial budget information/reports as requested and presenting to committees and councils.
- Organizing activities including accounting, payroll, and accounts receivable and purchasing functions.
- Proficient in Microsoft Excel and computerized accounting systems (Caselle preferred).

The position requires a minimum of 7 years of accounting experience and a Bachelor's Degree in Accounting, Finance, Business Administration or a related field. Any equivalent combination of experience and training which provides the required knowledge, analytical, and communication skills will be considered.

CAG provides a small office working environment and conducts business on a four day (10 hours per day) work week, Monday through Thursday.

**Salary range is \$57,500 to \$68,640 DOQ with a competitive benefit package provided.**

**Send detailed resume and three work related references to: Andrea Robles, Central Arizona Governments (CAG), 1075 S. Idaho Road, Suite 300, Apache Junction, AZ 85119 or e-mail [arobles@cagaz.org](mailto:arobles@cagaz.org).**

**First review of applications will occur on December 14, 2017. Recruitment will remain open until position is filled. CAG is an equal opportunity employer.**