



POSITION TITLE:	CFO – Chief Financial Officer	EXEMPT STATUS:	Exempt
DEPARTMENT:	Financial Services	SALARY GRADE:	
LOCATION:	District Office: 41630 W Louis Johnson Drive Maricopa, Arizona 85138-5402	SALARY RANGE:	
REPORTING RELATIONSHIP:	Position reports to CEO/General Manager of Electrical District No. 3	SUPERVISORY RESPONSIBILITY:	Position will supervise multiple areas within their department.
DEFINITION:			
<p>Under the supervision of the CEO/General Manager, the CFO – Chief Financial Officer will manage and develop corporate controls and reporting relationships, develop and review of financial plans and budgets, and provide financial assistance and advice to the CEO/General Manager, Board of Directors of Electrical District No. 3 and Board of Directors of Maricopa Stanfield Irrigation & Drainage District.</p> <p>This position will be a member of the Senior Management Team (SMT). In being part of the SMT, CFO - Chief Financial Officer will perform any appropriate strategic and operational duties necessary to accomplish the goals of Electrical District No. 3.</p>			
JOB SUMMARY:			
<p>Responsibilities for this position include but are not limited to:</p> <ul style="list-style-type: none"> • Financial control, processing and reporting systems. • Budgeting and long range economic planning. • Fiscal management to insure funds are available for operating and capital expenditures. • Debt management, reporting and planning. • Directing and supervising the activities of the accounting staff. • Compliance with all applicable financial accounting standards. • Compliance with and execution of all required financial reporting. 			
ESSENTIAL FUNCTIONS:			
<ul style="list-style-type: none"> • Participate in the planning of financial structure and strategies to attain corporate goals and objectives. • Ensure that the development of policies, procedures and programs for functional areas are consistent with organizational financial goals and objectives. • Review and assess the quality, control, effectiveness and economy of directorate assignments and recommendations, and that they are implemented to meet organizational needs, business trends, and to ensure maximum utilization of resources. • Participate in negotiations and insure that contracts and agreements reflect the best terms for achieving organizational financial goals and objectives. • Manage delivery of reports, including but not limited to updated financial information, special projects and cost concerns to the CEO/General Manager, Board of Directors of Electrical District No. 3 and Board of Directors of Maricopa Stanfield Irrigation & Drainage District. 			

ESSENTIAL QUALIFICATIONS:

- Possess extensive knowledge of fundamental management and philosophies, government regulations, and current technology and trends affecting functional areas of responsibility.
- Possess the ability to delegate responsibility and develop key personnel.
- Able to direct and control the work of others to achieve goals and objectives.
- Strong verbal/written communication and presentation skills.
- Efficiently and effectively organize resources available in the most cost effective manner and cognizant of the interrelationships existing between functional areas.
- Well developed PC skills.
- Time management skills.

SPECIAL REQUIREMENTS:

- Knowledge of city, state and federal rules, policies, procedures and applicable methods for compliance.
- Knowledge of generally accepted accounting principles and theory.
- Knowledge of governmental accounting principles and practices.
- Knowledge of FERC accounting processes.
- Knowledge of general trends and current developments in public sector accounting.
- Ability to evaluate and study the applicable accounting pronouncements and implement required changes to assure compliance.
- Ability to plan and manage the work of reporting personnel through planning, organizing, motivating and evaluating performance objectively.
- Able to assess and assign priorities to problems and work assignment.
- Able to resolve work procedure problems and questions presented by subordinate level staff.
- Able to plan, work and think conceptually, observe and evaluate trends, analyze data, draw logical conclusions, and make sound decisions and recommendations.
- Proficient in MS Office.
- Excellent verbal and written communication skills.
- Sound presentation skills and negotiation skills.
- Excellent interpersonal abilities with outstanding customer service techniques allowing for development of strong business relationships.
- Must be well organized, motivated.

EDUCATION:

- Bachelor degree in accounting, finance, or business administration

EXPERIENCE:

- Ten (10) years of related experience in accounting and finance,
- Five (5) of which must have been in a management capacity.
- Public Sector and Utility experience preferred.
- CPA, CMA preferred.

PHYSICAL REQUIREMENTS:

- Must successfully pass pre-employment drug screening and background check.
- Must be able to remain stationary for prolonged periods.

WORKING CONDITIONS:

- Work in an office environment, at either of the district locations as needed.
- Some light lifting.

