

Internal / External  
Job Announcement



# City of Kingman , Finance Dept Utility Billing

## Finance Administrator

\$1,197.57—\$1,400.98 / Weekly (Hire-in Range DOQ)  
FLSA Exempt, Benefits Eligible Position

**Note Reference Examination:**

The City of Kingman reserves the right to consider the candidates who best overall meet the qualifications and suitability of the position in the succeeding examination processes: experience and training evaluation, testing and/or interviews. After an offer of employment has been made, appointment may be subject to successful completion of a criminal background check and any other appropriate testing/evaluation commensurate with the offered position.

**Note Reference American**

**Disabilities Act:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. The City of Kingman does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. **EOE**

The City of Kingman Finance Department, Utility (Water) Billing Division is seeking a proven manager to oversee this area. This is a great opportunity to work with an exceptional staff which includes 4 customer service reps, an administrative assistant II and an administrative supervisor. We are seeking individuals who enjoy providing excellent customer service to the community we serve and someone who has an affinity to working with customers on their billing and payment issues and finding appropriate solutions.

The ideal candidate would possess a strong command of accounting and financial functions (municipal experience desirable) and in such areas as: accounting, auditing, banking, utility billing, managerial, technology and customer service duties. The individual in this position should exhibit strong abilities to manage the workload and staff assigned, have an excellent grasp of computer systems and software, particularly Excel, and is a critical thinker who is able to envision the scope of a project to include planning and implementing enhancements and modifications in their assigned work environment. Being extremely detailed oriented and possessing high analytical skills a must!

**Apply Now! On-line application materials accepted through  
September 4, 2017**

**Note: Qualified applicants will be required to complete assessment test**

### DESIRED MINIMUM QUALIFICATIONS

#### Education and experience:

- Combination of experience and education that would be comparable to graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and
- three (3) years experience in governmental or fund accounting, and
- two (2) years of supervisory experience

**To apply: complete on-line application materials and submit professional resume no later than September 4, 2017.**

Employment Application and Job Description can be obtained on-line at

**[www.cityofkingman.gov](http://www.cityofkingman.gov)**

City of Kingman 310 N. 4th Street Kingman AZ 86401  
928.753.5561

**Choose a career with the City of Kingman:**

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Community Spirit ~ Training and Development**

**Outstanding Retirement:**  
Arizona State Retirement System

**Generous Paid Time Off:**  
10.5 Holidays per year  
12 Sick Days per year  
15 Vacation Days per year, increases to 20 Days

**Medical/Dental/Vision/Wellness/Life Insurance:**  
EPO or HDHP WITH HSA  
Affordable employee dependent coverage  
Flexible Spending Accounts  
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Free On-Site Health Screenings, Promotions & Incentives  
Fun challenges for all fitness levels