**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: February 8, 2019**

**Vacancy No: 023-19**

**Position Title: Assistant Finance Manager**

**Division / Section: Management Services/Finance**

**Position Status: Full Time; FLSA Exempt; Benefit Eligible**

**Work Week: Monday – Friday; Winter Hours 8am-5pm; Summer Hours 7am-4pm**

**Salary Range: $61,482.51 - $68,860.41 Annually DOE**

**Closing Date: March 1, 2019**

Actively supports and upholds the City’s stated mission and values. Under limited supervision of the Assistant Finance Director, employees of this class are expected to exercise independent judgment, initiative, and professional skills in the day-to-day coordination of the accounting and budget programs and supervision of assigned staff. Duties range from routine to project management including the preparation of financial statements, maintenance of general ledger and auxiliary accounts, budget research and preparation, and in general, helping assure that the accounting/budget programs and staff follow GAAP, GASB, and GAAFR standards, principles, and guidelines to protect the City.

In addition, employees are expected to exercise considerable judgement, initiative, and professional skills in financial administration, knowledge of acceptable accounting practices, and assist in coordination of annual budget and audit.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job has responsibility for employee supervision (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates).
* Budgetary: This job has partial responsibility for the City annual budget process including reviewing, reconciling, and adjusting Division budgets. Incumbents are also responsible for having an in-depth knowledge of 10-year financial plans to allow for better forecasting.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities and assisting staff to reach the stated goals and objectives.
* Policies/Procedures: This job has partial responsibility for developing and implementing policies and procedures at the program level.
* Compliance: This job has responsibility for ensuring compliance requirements are met for financial reporting and are presented in accordance to established accounting standards set by GAAP and GASB.
* Council Communications: This job may have partial responsibility for preparing budget presentations and reviewing and working with Divisions as they present information for the budget process (including providing information on expenditures, research, and expertise on forecasting).
* Reporting: This job has partial responsibility for preparing the annual budget and City financial statements as well as reimbursement requests for federal, state, and intergovernmental agreements.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to both internal and external customers.
* Assist the Assistant Finance Director with the coordination of the annual audit and preparation of the Comprehensive Annual Financial Report (CAFR), including the Schedule of Expenditure of Federal Award and the Expenditure Limitation.
* Assist the Assistant Finance Director with the coordination of the annual budget including Division review, City Manager review, Council review, and final budget preparation through the legal schedules.
* Prepares analytical and budgetary comparative information for presentation to staff, Council, and the public.
* Oversees the selection, assignment, scheduling, productivity, performance evaluation, development and discipline of assigned personnel.
* Supervises staff by training, coordinating, and providing technical assistance.
* Keeps the Assistant Finance Director advised of program activities and issues through written and oral reports.
* Reviews and prepares workpapers, reconciliations and assists external auditors on the annual financial audit.
* Reviews and prepares adjusting journals to financial records.
* Participates with other accounting/budget staff in answering general questions relating to accounting/budget policies, procedures, and operations.
* Advises and counsels with City Divisions on accounting/budget policies and procedures and work-related issues.
* Investigates and resolves accounting/budget issues that cannot be handled by other accounting employees.
* Analyzes the completeness and accuracy of prepared budget data provided by Divisions.
* Complies with financial reporting requirements as they relate to federal, state, and local grant requirements.
* Provides excellent customer service to both internal and external customers.
* Performs related duties, as assigned.
* Reviews general ledger accounts to ensure proper reporting of financial information in accordance with established accounting practices and rules.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* Bachelor's degree in Accounting, Business Administration, or related field.
* Five years of general accounting and budgeting experience.
* One year of supervisory or lead worker experience of a responsible nature.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* Master’s Degree in Business Administration or a related field.
* CPA Certification.
* One year of professional level experience of a progressive, responsible nature in governmental accounting and/or budgeting.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
* Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve problems involving several concrete variables in a systematic way effectively and efficiently.
* Thorough knowledge of the general principles and practices of municipal finance, accounting, budgeting, and various budgeting processes and procedures.
* Ability to apply generally accepted accounting principles and theory to the municipal finance and budget preparation process.
* Ability to apply accounting principles and standards at all technical levels.
* Ability to make independent decisions as they may relate to municipal accounting and budget.
* Ability to plan, organize, assign, supervise, and review the work of accounting/budget staff.
* Ability to select, train, and evaluate accounting/budget staff.
* Ability to effectively resolve operational and personnel problems.
* Ability to use good judgment and make difficult independent decisions without direct supervision.

**PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

* While performing the duties of this job, the employee is frequently required to sit, use hands to finger/handle/feel, reach with hands and arms, talk or hear. The employee is regularly required to stand, and walk, and is occasionally required to stoop/kneel/crouch/crawl.
* The employee must frequently lift and/or move up to 10 pounds, and occasionally required to lift and/or move up to 25 pounds.
* Vision requirements for this position include close vision and the ability to adjust focus.
* There are no special working conditions for this position.
* The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT REQUIREMENTS**

* There are no pre-employment physical requirements for this position.
* There are no pre-employment testing requirements for this position.
* There are no pre-employment vaccination requirements for this position.

**CLASSIFICATION INFORMATION**

* Range 113, C-4-2, FLSA exempt

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**