**Position:** Finance Director

**Organization:** Cochise County

**Location:** Bisbee, Arizona

**Anticipated hiring range:** $100,000 - $125,000

**Closing Date:** Position is open until filled and may close at any time. 

**Typical Duties:**   
- Serves as Chief Financial Officer for the County;   
- Provides adminis­trative direction for the Finance Department, including payroll, accounting, and purchasing;   
- Identifies and recommends methods to improve management and operations of the Finance Department involving enhanced work processes, responsiveness,   
efficient use of resources and quality service delivery;   
- Monitors and assesses operating results;   
- Tracks and forecasts revenues and fund balances;   
- Recommends any necessary and prudent budget modifications;   
- Plans, develops and revises department's policies and procedures;   
- Oversees the production of various complex financial accounting reports, including Comprehensive Annual Financial Report (CAFRs);   
- Participates in the development of specifications for contracts and proposals following legal guidelines;   
- Assures department's activities are following all laws, policies, regulations, and the County's strategic direction;   
- Works cooperatively with individual departments in identifying and analyzing requirements and problems;   
- Plans, coordinates, and reconciles with State auditors regarding annual audit findings and results;   
- Oversees and manages bond activity, records and ensures compliance with federal and state reporting requirements;   
- Serves as member of the Cochise County leadership team, assisting in setting of overall strategic goals, policies, direction and financial goals for Cochise County.  
  
**Minimum Qualifications:**   
A Bachelor's Degree in Accounting, Financial Management, or related field; seven (7) years of progressively responsible administrative experience in government, five (5) years must be in a supervisory accounting or business manager capacity in the public sector; OR, an equivalent combination of experience, education, and training which provides the desired knowledge, skills, and abilities of this classification; must possess and maintain a valid Arizona driver's license if position duties require.  
  
**Preferred Qualifications:** Preference may be given to individuals with a Master's degree in Business Administration, Accounting, Public Administration, and 5 years' progressively responsible experience related to the management or budgeting of governmental accounting and financial reporting; Certified Public Financial Officer (CPFO) or Certified Public Accountant (CPA).

**Knowledge Skills and Abilities:**

**Knowledge of:**

* the principles and practices of financial management and accounting systems;
* supervising, training, assigning, and evaluating the work of others;
* laws, rules, and regulations governing financial reporting and expenditure limitation requirements;
* techniques and procedures relating to grant acquisition and accounting;
* application of data processing systems to governmental accounting;
* County's Comprehensive Annual Financial Report (CAFR); Unified Manual of Accounting of Arizona Counties (UMAC); General Accepted Accounting Principles (GAAP); Governmental Accounting Standards Board (GASB).

**Skill in:**

* analyzing issues and preparing recommendations based on findings;
* creating a work environment that fosters teamwork and a business-like acumen;
* utilizing automated accounting systems and applicable software.

**Ability to:**

* establish and maintain effective working relationships with employees, other agencies, and the public;
* present ideas and concepts clearly and precisely orally and in writing;
* analyze complex administrative, organizational, and financial problems.

   
**In addition to the knowledge, skills and abilities listed above, the ideal candidate for this role must:**

* Be a strong leader with good judgement;
* Be a professional who understands and values employees;
* Be collaborative and customer-service oriented;
* Have the highest level of personal integrity and honesty;
* Have a high level of energy and enthusiasm.

**To apply go to:** <https://www.governmentjobs.com/careers/cochise/jobs/2469165/finance-director?page=2&pagetype=jobOpportunitiesJobs>

Located in the mile-high city of [Bisbee, Arizona](https://www.discoverbisbee.com/), our residents enjoy a high [quality of life](https://cochisenow.com/quality-of-life) with clean air and some of the best weather in the nation! Cochise County offers a comprehensive [benefits](https://www.cochise.az.gov/human-resources/employee-summary-benefits-and-coverage) package to include membership in the [Arizona State Retirement System](https://www.azasrs.gov/). For additional information on Cochise County Government go to <https://www.cochise.az.gov/>