



**We improve the lives of the people
we serve every day.**

Community / Integrity / Excellence / Innovation / Learning

EXECUTIVE RECRUITMENT - BUDGET & FINANCE DIRECTOR



OUR COMMUNITY

The City of Glendale, Arizona is located about nine miles northwest of Phoenix, with an average annual temperature of 72 degrees and an average of 294 days of sunshine each year. Glendale is the home of State Farm Stadium which hosts major events including the NFL's Arizona Cardinals games, the annual Fiesta Bowl, the 2015 Super Bowl, the 2016 College Football Playoff Championship, and the 2017 NCAA Final Four. The city will host the Super Bowl again in 2023 and the NCAA Final Four in 2024. The city-owned Gila River Arena hosts concerts, international shows, and the NHL's Arizona Coyotes home games. The city's Camelback-Ranch baseball complex is the spring training home of the Los Angeles Dodgers and the Chicago White Sox.



Founded in 1892 and incorporated in 1910, the City has a population approaching 250,000 and is the sixth largest city in the State of Arizona. The city operates under a Council-Manager form of government and provides essential municipal services including public safety, water, sewer, solid waste, transit, streets, parks and recreation, planning, zoning and community services.

The city's fiscal year 2019-20 budget is \$736 million including a \$410 million operating budget and a \$181 million Capital Improvement Plan. The city's workforce includes 1,829 full-time employees and approximately 300 additional seasonal or temporary workers. The city's General Obligation bonds are rated AAA by Fitch Ratings.



THE DEPARTMENT

The Budget and Finance department provides a wide range of services that help ensure city resources are managed with integrity and accountability in alignment with the city's strategic plan. The department consists of six divisions: Management and Budget, Finance and Accounting, Customer Service, Tax and License, Procurement, and Grants Administration. The department has achieved the Government Finance Officers Association Award for Excellence in Financial Reporting and Distinguished Budget Presentation Award for at least 25 consecutive years. During the past year, the department's accomplishments include the replacement of the city's enterprise resource planning system, implementing new banking services, and managing the issuance of \$15.7 million in new General Obligation Bonds. The department is responsible for an operating budget of \$17 million.



THE POSITION

The Budget and Finance Director reports to the Assistant City Manager and collaborates with the City Manager, Department Directors, the City Council, and other key stakeholders to implement the city's fiscal strategy. The Budget and Finance Director is responsible for budget development, financial management and status reporting, general accounting and payroll, contracts and grants, procurement, customer service delivery, business licensing, collections, debt management, and audits, among other functions. The Budget and Finance Director provides leadership that exemplifies the city's commitments to the protection of public funds, ethical decision making, excellent internal and external customer service, innovation, and continuous improvement and learning – not only for the department but for the city overall. The Budget and Finance Director is also a non-voting member of the city's Audit Committee and assists in the development of the annual risk assessment for internal audit.



THE IDEAL CANDIDATE

This is a great opportunity for an experienced professional with a substantial record of financial management overseeing work including budget development and analysis, financial forecasting, capital planning, budget monitoring, accounting, debt management, and financial systems. While such experience may be gained in a local government environment, experience gained in other public or private environments may also be of great value.



The ideal candidate will have:

- A strong interest in advancing the Mission, Vision, and Values of the city, and goals of the Budget and Finance Department.
- Exceptional analytical skills, including the use of data driven methods and financial strategies to best navigate complex, changing landscapes.
- Significant technical expertise including substantial budget acumen and accounting/financial experience.
- Impressive interpersonal and communication skills, including presenting information to executive leadership and the City Council for decision-making.
- Exemplary leadership skills required to develop, coach, empower, motivate and manage staff.
- Remarkable ability to interpret the city charter, municipal code, state statutes, laws, policies, and procedures; and apply them to solve complex problems.
- A strong and enduring commitment to continuous improvement through business process re-engineering, implementation of new technology, organizational change management, and adherence to best practices.





EXAMPLES OF DUTIES



1. Plans, organizes, directs, and evaluates the activities and staff of the Budget and Finance department and assists division heads in planning, assigning, coordinating and implementing programs.
2. Analyzes and monitors the City's financial condition, makes recommendations for improvement to the Assistant City Manager, City Manager, and City Council.
3. Establishes departmental short- and long-range goals and objectives; develops plans and measurements for evaluation. Motivates employees and encourages innovation to achieve department goals.
4. Directs staff in the preparation of the annual City budget; directs the coordination and preparation of the operating budget, capital improvements budget, and financial forecasting.
5. Directs staff in the preparation of the Comprehensive Annual Financial Report. Ensures financial reports are prepared in accordance with Generally Accepted Accounting Principles. Coordinates the annual audit.
6. Participates on the city's Audit Committee (Internal) and provides input on the annual risk assessment.
7. Oversees the issuance of bonds or other debt instruments. Assists in preparing bond documents and obtaining bond ratings.
8. Approves the establishment of policies, controls, procedures and guidelines used to manage the City's finances.
9. Administers city's rate and fee setting function to comply with state and city regulations and council approval.
10. Reviews comprehensive financial, political and policy analysis reports and gives presentations on related subjects.
11. Oversees and directs the implementation and managing of the City's grants application and administration program.
12. Performs other related duties as assigned.



MINIMUM QUALIFICATIONS

Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting, or a related field and five years of increasingly responsible management/ administrative experience in governmental financial planning. A master's degree is preferred. Certifications such as CPA, CPFO, CGFM or similar are desired.



COMPENSATION

The hiring range for this position is \$141,666 - \$170,000 with placement in the range commensurate with the successful candidate's experience and qualifications. The City also offers an excellent benefits package that includes: 11.5 holidays annually; vacation and medical leave; choice of three medical insurance plans; choice of two dental plans; flexible reimbursement accounts; long and short-term disability insurance; paid life insurance equivalent to annual salary; Arizona State Retirement System; voluntary 457 deferred compensation plans; and relocation assistance.



TO APPLY

The position will be open until filled with a first review of applications on September 13, 2019. To apply for this exciting opportunity, please visit our website at: governmentjobs.com/careers/glendaleaz/jobs/budget-finance-director

Glendale, Arizona is an equal opportunity employer.

