

**The City of Tempe is seeking a  
Controller**

**$106,073—$143,198**

**Opening Date: August 7, 2020**

**First Review: August 28, 2020**

Open until the needs of the City are met. This position may close at any time.

**Position Information**  
The Controller will manage, direct and supervise the activities of the Accounting Division; perform a variety of highly complex professional accounting work; and to provide complex staff assistance to the Deputy Internal Services Manager – Finance. Duties included, but are not limited to, the following:  
Supervises and coordinates the preparation of the City’s CAFR for submission to the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program.   
Coordinates the City’s annual financial statement audit and is a primary contact with the City’s external auditors during the annual audit process.  
Interprets and implements accounting standards and ensures compliance with Generally Accepted Accounting Principles; Governmental Accounting Standards Board Pronouncements and other guidance; Federal, State and local laws; codes; and regulations applied to municipal accounting such as debt covenants.   
Supervises and ensures the accuracy, timeliness and efficiency of the City’s payroll and accounts payable functions.

**Qualifications**

**Minimum Qualifications:  
Work Experience:**Five years of experience in financial and accounting administration, preferably in municipal government, including two years of administrative and/or supervisory responsibility.  
**Education:**Equivalent to a Bachelor’s degree from an accredited college or university with   
major course work in accounting, finance or a degree related to the core functions of this position.

*The term “equivalent” means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).***License/Certification:**Possession of a Certified Public Accountant certification.

**Selection Criteria**

Applicants whose experience and training most closely meet the needs of the city may be selected to move forward in the process. Falsifying or lying during any stage of the selection/hiring process will make you ineligible for new or continued employment.

**How to apply**

Applicants are required to submit an application, resume and respond to all supplemental questions.

To apply: [Tempe.gov/jobs](https://apply.tempe.gov/psc/apply/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?&FOCUS=Applicant&)

Questions: Lisa Cross, Human Resources Analyst, 480-350-8415

**Benefits**

* Minimum of 14 paid vacation days per year (depending on length of service)
* 16 hours of exempt leave
* 12 paid sick leave days per year
* 12 paid holidays per year
* Health, dental, life and vision care coverage plans
* Up to $6,000 per year tuition reimbursement
* Arizona State Retirement System (ASRS)



**The Community**

Tempe is in the center of the Greater Phoenix Metropolitan Area and covers   
about 40 square miles. The city, home to more than 182,000 residents, is   
surrounded by six freeways and is the only Arizona city to have border-to-border   
light rail. Tempe is an importer of employees where over 210,000 are employed within   
the city. Tempe has 1,983 full-time and part-time employees and a fiscal year   
2020-21 annual budget of $777.6 million as follows: General Fund $236.7 million,   
other operating funds $305.5 million, and capital project funds $235.4 million.

Tempe features a wonderful mix of history and modern urban amenities and respects its heritage while planning for its future. The city still has buildings from the late 1800s in its downtown, and while enjoying dynamic growth, has maintained its unique personality and style through a careful blending of the new with the old.

The nation’s most innovative university – Arizona State (ASU) – calls Tempe home, and Tempe Town Lake, to the City’s north provides one of the most popular destinations in the state – second only to the Grand Canyon. Tempe is the spring training home for the Los Angeles Angels of Anaheim, and Downtown Tempe offers a walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business.

More than 17,000 people work in downtown Tempe for companies such as Amazon, Zenefits, J.P. Morgan Chase and LifeLock. Major employers in the city include Aramark Corp, State Farm, ASU, KPMG, as well as an eclectic mix of small and locally owned businesses.

Tempe is among Arizona’s most educated cities with more than 40 percent of its residents age 25 and older having Bachelor degrees or higher. This lends itself to a creative, smart atmosphere where anything seems possible.

**The Culture**

Tempe residents enjoy unsurpassed quality of life, including numerous annual events, such as the Rock n’ Roll Marathon, Tour de Fat Bike Festival, Ironman Arizona and a Fourth of July Celebration that regularly draws more than 50,000 people. Residents also enjoy numerous recreational opportunities with over 50 parks offering miles of hiking trails and recreation space and over 175 miles of dedicated bike paths.

Residents appreciate Tempe’s various cultural and art activities at its many venues that include Broadway shows at ASU Gammage, Spring Training Baseball and community performances at Tempe Center for the Arts, as well as a number of museums such as The Arizona Heritage Center at Papago Park, Nelson Fine Arts Center, and Tempe History Museum.

**Internal Services Department**

The Internal Services Department provides a wide range of services and operational support to the City of Tempe organization. The Department consists of four divisions—Employee Development, Finance, Human Resources and Information Technology.

**Accounting**

The Accounting section of the Finance Division administers the general ledger, payroll, accounts payable, special assessments, accounts receivable, cash management, account reconciliation, and financial reporting, including the preparation of the Comprehensive Annual Financial Report (CAFR). Accounting consists of 11 full-time employees.

