



**CITY OF YUMA**  
Department of Human Resources  
One City Plaza  
Yuma, AZ 85364-1436

<http://www.YumaAz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Director of Finance**

*An Equal Opportunity Employer*

**SALARY**

\$4,201.76 - \$5,882.47 Biweekly    \$9,103.81 - \$12,745.36 Monthly    \$109,245.76 - \$152,944.27 Annually

**FLSA:** Exempt position, not eligible for overtime compensation.

**OPENING DATE:** 12/28/20

**CLOSING DATE:** Continuous

**THE POSITION**

**\*\*Position is Open Continuous/Until Filled with a first review date of January 12, 2021\*\***

**\*\* Please provide a detailed resume, professional cover letter,  
and three professional references.\*\***

**Please see the attached link below for additional recruitment information:**

**Director of Finance Brochure**

Under general administrative direction, is responsible for planning, directing, managing and overseeing the activities and operations of the Finance Department; performs complex management and technical duties, with responsibility for maintaining fiscal stability and safeguarding the assets of the City; monitors and manages the City financial records, and assures that City financial activities are in compliance with state and Federal regulations, and City policies and procedures. Provides highly responsible and complex administrative support to the City Administrator's Office. Exercises direct supervision over assigned staff.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Oversees Finance Department operations through effective planning, staff management, and resource allocation; directs Finance Department programs, including citywide payroll, accounts payable, accounts receivable, revenue accounting, financial records, computer systems, audits, treasury, debt management, purchasing, and financial analysis and reporting; assures compliance to state and Federal financial management regulations, City policies and goals, and governmental accounting standards.
- Develops financial plans and policies to meet City goals; interprets concerns, defines desired results, and determines scope and priorities of programs and special projects; encourages new ideas and collaborative approaches to solving problems.
- Participates in the selection, training, motivation, and evaluation of the management staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
- Directs, coaches and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards, and services.

- Assists the City Administrator in the preparation of the annual budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; directs and approves expenditures, directs the preparation and implementation of budgetary adjustments as necessary, and presents to City Administration, staff, and community groups as needed.
- Manages the collection, analysis and reporting of financial data; reviews technical documents and accounting records to verify accuracy; identifies and corrects errors and inconsistencies in documents and reports; monitors budget, revenue and expenditure trends.
- Determines Finance Department objectives, and evaluates progress toward achieving goals; evaluates staffing levels, resource availability, and service demands; allocates resources to maximize efficiency.
- Analyzes operational information, evaluates trends, and develops plans to meet future needs; assures all financial issues are properly addressed and resolved; assures effective communication of financial issues.
- Directs financial reporting, audits, and preparation of financial statements; monitors fiscal performance, and oversees the City's banking, cash and debt management, bond rating, and investment activities.
- Advises the City Administrator on all matters related to the financial management of the City; ensures the preparation and maintenance of proper financial records and reports.
- Attends City Council meetings; provides or coordinates staff support to a variety of boards and commissions; and serves on intergovernmental and citizen committees; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the fields of government finance and public administration.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, vision, values and the "Yuma Way", and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information.
- Performs related duties and fulfills all responsibilities as required.

#### **MINIMUM QUALIFICATIONS**

Education, Training and Experience Guidelines Bachelor's Degree in Accounting, Finance, Public or Business Administration; AND six years' experience managing government financial operations. Master's Degree in a related field is highly desired.

#### **Knowledge of:**

- City organization, operations, policies and procedures under a Council-Manager form of government.
- Government Accounting Standards Board (GASB), and Government Finance Officers Association (GFOA) standards, practices, policies, rules, and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles for Public Sector financial management, including payroll, treasury, grant funds and public debt management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Principles and practices of public sector administrative management, including performance management, personnel rules, accounting, budgeting, procurement, and contract management.
- Techniques and practices for efficient and cost effective management of resources.
- Business and personal computers, and financial spreadsheet software applications.
- General ledger reconciliation standards.

#### **Skill in:**

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state laws, rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Operational characteristics, services, and activities of municipal administration and organization.
- Monitoring and interpreting financial documents, and assuring compliance with all regulatory requirements governing municipal financial activities.
- Advanced principles and practices of municipal budget preparation and administration
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.

- Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Using initiative and independent judgment within established procedural guidelines.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Communicating effectively verbally and in writing.
- Utilizing a personal computer and associated software programs.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.

#### **LICENSE AND CERTIFICATION REQUIREMENTS**

A valid Arizona State Driver's License is required. Desirable certifications include Certified Public Financial Officer (CPFO) or Certified Public Accountant (CPA).

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Physical requirements include occasional lifting/carrying of 5 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, and walking to perform the essential functions. Working conditions are primarily inside an office environment.

An employee in this class is required to live inside the City limits within eighteen months of appointment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.YumaAz.gov>

OR

One City Plaza,  
Yuma, AZ 85364-1436

EXAM #2020-00256  
DIRECTOR OF FINANCE  
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#### **Director of Finance Supplemental Questionnaire**

- \* 1. By marking "Yes", I understand that my answers to the supplemental questions must be verifiable in the education and/or work experience section of my attached resume.
  - Yes
- \* 2. How many years of municipal financial experience do you have?
  - Less than 1 year
  - 1 to 3 yrs
  - 4 - 5 yrs
  - 6 or more years
- \* 3. What finance functions have you overseen?
- \* 4. What is the largest size operating budget you have developed?

\* 5. Have you worked with special revenue funds or enterprise funds?

Yes

No

\* 6. What is your experience coordinating annual audits?

\* 7. Do you have experience developing a Comprehensive Annual Financial Report (CAFR)?

Yes

No

\* 8. Describe your experience with fund accounting?

\* 9. Describe your experience with priority based budgeting or zero based budgeting?

\* Required Question