



Finance Manager

CITY TREASURER

SALARY: \$79,081.60 - \$114,961.60 Annually

CLASSIFICATION: Unclassified

STATUS: Full-Time Regular

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 01/08/21

CLOSING DATE: 01/24/21 11:59 PM

INTRODUCTION:

Located in the beautiful Sonoran Desert, Scottsdale, Arizona is bordered by Phoenix to the west and the McDowell Mountains on the east. Scottsdale is annually rated among the nation's most desirable communities to live in, visit and do business in. Check out more [about Scottsdale](#).

About the Position

The Finance Manager serves as a senior level professional position responsible for directing and managing organizational financial analysis, as well as complex, highly visible projects and program activities. Monitors and reports on the City's financial activities including support of the City's debt issuance process and post-issuance debt compliance and support of the City's enterprise funds.

MINIMUM QUALIFICATIONS:

Education and Experience:

- A Bachelor's Degree in Economics, Finance, Public or Business Administration, Accounting or other business-related fields from an accredited educational institution.
- Five years of professional-level experience with financial analysis and financial administration.
- Must have at least one year of Lead or Supervisory experience.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.
- Preferred: Master's Degree in a business-related field.

ESSENTIAL FUNCTIONS:

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following:

- Supervises employees and coordinates personnel-related activities to include, but not limited to: training, approving work schedules, recommending/approving personnel actions, coaching and counseling, establishing performance goals, and writing performance evaluations.

Enterprise Funds Assignment:

- Prepares cost of service models, financial forecasts, economic impact and trend analysis for various activities.
- Prepares multi-year financial plans including maintaining and updating the city's enterprise fund financial models for both operating and capital improvement plans.
- Prepares utility rate structure proposals ensuring cost recovery or desired intent and compliance with state and municipal ordinances.
- Administers the financial management of various contractual agreements, annual financial planning, and rate development.

Treasurer's Office Assignment:

- Drafts and/or reviews Bond Offering Statements and authorizing documents, rating agency presentations, City Council Reports, Administrative Regulations and complex administrative reports for upper management.
- Responsible for debt service administration including maintaining debt service database, debt service general ledger transactions, and debt service budgets.
- Oversees compliance to bond covenants, debt related adopted financial policies and the fiscal implications of other contractual obligations of the City, such as development agreements and improvement districts.
- Coordinates financial audits and prepares various periodic reports such as component unit annual financial reports.

A completed online application is required to be considered.
Online applications will be available at the City of Scottsdale's website
in the Job Opportunities page at <https://www.governmentjobs.com/careers/scottsdaleaz>
from Friday, January 8, 2021 to Sunday, January 24, 2021.