



Cochise County

Public Programs...Personal Service
www.cochise.az.gov

Deputy Director of Finance

Anticipated Salary: \$82,653 - \$90,000 annually dependent upon qualifications plus a comprehensive benefits package to include membership in the Arizona State Retirement System

Closing Date: Position is open until filled with first review of applications on April 20th. May close at any time after that date.

Introduction to Cochise County: Founded in 1881, [Cochise County](#) is located in the southeastern corner of Arizona and is 6,219 square miles with a 2010 census population of 131,346. The mile-high city of [Bisbee](#) is the county seat where our residents enjoy some of the best weather in the nation and a [high quality of life!](#) Cochise County offers our employees a comprehensive benefits package to include membership in the [Arizona State Retirement System](#).

NATURE OF WORK: Under limited direction of the Finance Director, assists in providing administrative direction and oversight for Accounting, Grants, Payroll, and Purchasing functions of the Finance Department. Serves as department liaison to internal and external customers, providing quality customer service with diplomacy and tact. Fosters communication, cooperative working relationships and teamwork with Elected Offices and Departments, regulatory agencies, as well as public and private groups. Performs professional work of considerable difficulty directing, organizing, supervising, and performing professional accounting and fiscal activities in conformance with generally accepted accounting standards and appropriate laws and regulations. Performs other related duties as assigned.

TYPICAL DUTIES: In cooperation with the Finance Director, supervises, reviews and evaluates work of professional and paraprofessional accountants, accounting technicians and payroll personnel; participates in hiring, disciplinary actions, and employee evaluations; researches, compiles and prepares financial statements and supporting documents; helps to coordinate the annual audit and work closely with auditors to implement suggestions; collaborates with elected officials, department directors and other County staff on accounting and analytical related issues and problems; prepares complex financial and statistical reports; directs and coordinates accounting, reporting, cost analysis and financial systems control; compiles and analyzes financial information relating to payroll; recommends and develops fiscal policy and procedures; assists with the development and administration of the departmental budget; coordinates general accounting functions with County departments and elected offices; assists with the preparation of the annual Expenditure Limitation Report and Landfill Assurance report; represents the Finance Director as required.

MINIMUM QUALIFICATIONS: A Bachelor's Degree in accounting, finance, economics, or a closely related field from a regionally accredited institution of higher learning recognized by the US Department of Education; seven (7) years of professional accounting experience; to include three (3) years of experience working with computerized budget / financial tracking and reporting programs, preferably experience with an emphasis in accounting, financial reporting and auditing; three (3) years of which must have been in fund accounting, preferably in government fund accounting; and two (2) years which must include management supervisory experience; must possess and maintain a valid Arizona driver's license and the ability to be covered by county insurance.

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

PREFERRED QUALIFICATIONS: Preference may be given to individuals who possess a CPFO or CPA.

For more information and to apply, go to our employment opportunities page on the Cochise County website at

<https://www.governmentjobs.com/careers/cochise>

Cochise County is an Equal Opportunity Employer