

# CAVE CREEK, ARIZONA

**Finance  
Director**



## ***The Town of Cave Creek***

Cave Creek is located less than 30 minutes from Central Phoenix. Surrounded by beautiful mountains, it is Arizona's true most Western Town. Cave Creek is known for its frontier lifestyle and commitment to conservation. Our Town Core is complete with gem shops, western bars, art stores, restaurants, and even live bull-riding. The Town's population is over 5,000. The Town water service area includes parts of neighboring Carefree and unincorporated Maricopa County.

Our beautiful Town includes the Desert Awareness Park, the Cave Creek Recreational area including a campground, the Spur Cross Conservation Area, over 4,000 acres of state trust land zoned for open space. These areas are ideal for hiking, bicycling or horseback riding, and other outdoor activities in this beautiful desert community. The Town of Cave Creek offers a unique range of recreational and historical attractions ranging from the authentic Western experience to high-end shops and galleries. The Town hosts the annual Taste of Cave Creek featuring the sumptuous cuisine of area restaurants. For those with families, the Cave Creek Unified School District is an A+ District offering unique programs at each school from K-8.



Dramatic views, trails, open spaces, wildlife habitats, and dark skies are the hallmarks of the quality of life residents seek and desire to protect.



The Town of Cave Creek is an active participant in the Maricopa Association of Governments and contains a unique mix of community organizations including the Cave Creek Merchants and Events Association, Carefree-Cave Creek Chamber of Commerce, and the Sonoran Arts League.

The Town of Cave Creek's quality housing, excellent schools, low crime rate, parks, golf course, regional recreational attractions, available land, and natural resources and the pleasant year-round weather are just a few of the positive factors that have attracted new residents and businesses to our community. The residents of Cave Creek, known as "Creekers" are committed to conserving the land and preserving our lifestyle.

## Town Government

The Town Council consists of a Mayor, Vice Mayor, and five members who are elected at large. The Council appoints the Town Manager, and in turn, the Town Manager is responsible for the supervision of the day to day operations of the Town. Regular Town Council meetings are held in the evening on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of every month.

### The Town's Strategic Plan

**The Plan** - Was developed by the Town of Cave Creek in conjunction with Nicole Lance and Eric M. Bailey, Managing Partners of Extraordinary Balance. Research has shown that by developing this plan, the Town of Cave Creek leadership has a much higher sense of ownership over the direction of the work and will exhibit significantly higher energy and passion toward achieving the outcomes. This ownership leads to more efficient use of time, more creative work output, and increased job satisfaction.

**Focus Areas** - Through a process of discovery and collaboration, the Town of Cave Creek identified four key focus areas for the new strategic plan:

- Services and Infrastructure
- Community Culture
- Financial Viability
- Governance

#### Services and Infrastructure

Definition: employ the Town's resources to continuously improve and provide for the Town's roads, sewer, water, and fire safety.

What This Means for The Community  
Success in this Focus Area will build community trust, increase property values, and increased opportunities for business development.

#### Goals

1. Eliminate restrictions on new water services in Cave Creek by 2022
2. Improve customer/citizen satisfaction of Town services by 2023
3. Provide Town-funded, within jurisdictional limits, Fire and EMS services by 2025
4. Relieve peak traffic congestion in Town core (E/W) by 2025



#### Community Culture

Definition: community culture is what makes the Town attractive and desirable. It is the menu that tells us the flavor of the Town.

What This Means for The Community  
Success in this Focus Area will make the Town of Cave Creek even more attractive and desirable and increase property values. Increased tourism will increase revenues which fund improvements and services residents can enjoy without having to pay property tax.

#### Goals

1. Increase number of annual volunteers to 5% of the Town population with 5 years

2. Increase entertainment sales tax revenue within 5 years
3. Increase recreational amenity utilization each year for 5 years

**Financial Viability**

Definition: long-term financial planning that incorporates anticipated revenues and expenses to support the community culture, services, and infrastructure and governance to the level the residents expect.

**What This Means for The Community**

Success in this Focus Area will provide security, “ease of mind,” and confidence in The Town of Cave Creek’s local government.

**Goals**

1. Fund 100% of identified economic development priorities annually
2. Water and sewer revenues and expenditures balanced within 5 years
3. Retain 6 months of operating reserves every year

**Governance**

Definition: a group of people who decide how things are done to meet the needs of the community while making the best use of resources at our disposal.

**What This Means for The Community**

Success in this Focus Area will result in Town leadership that is balanced, fair, accountable,



trustworthy, responsive, solutions-focused, and fiscally responsible.

**Goals**

1. Achieve 100% match between committee and Town demographics within 5 years
2. 80% of residents report trust and alignment with Town within 5 years

***Desired Professional and Personal Characteristics***

Under the administrative direction of the Town Manager, the Finance Director will perform complex management and technical duties, with responsibility for the formulation and execution of the Town's overall financial policies, strategies, planning, and forecasts. Will be responsible for management oversight of Accounting/Finance, Utility Billing and Purchasing services of the Town. Have the ability to maintain fiscal stability and safeguard the assets of the Town to include monitoring and managing the Town financial records, assuring that financial activities are in compliance with State and Federal regulations, and Town policies and procedures. The duties and responsibilities may include, but are not limited to, the following:

- Direct Town Finance Department operations through effective planning, staff management, and resource allocation; direct Finance Department programs, including budget, financial records, computer systems, audit, treasury, debt management, purchasing, and financial analysis and reporting; assure compliance to State and Federal financial management regulations, Town policies and goals, and accounting standards.
- Serve as financial advisor to the Town Manager and Council; provides leadership, direction, and guidance in financial strategies and priorities; evaluate and analyze financial data and develop policies and procedures for safeguarding the Town's assets.

- Represent the Town to the government agencies, funding agencies, bond rating agencies, and the general public on matters relating to Town finances.
- Develop financial plans and policies to meet Town goals; interpret concerns, define desired results, and determine the scope and priorities of programs and special projects.
- Direct, coach, and train staff, evaluate performance; meet regularly with staff to discuss and resolve priorities, workload, resource allocation, budgets, technical issues, quality standards, and services.
- Determine Finance Department objectives and evaluates progress toward achieving goals; evaluate staffing levels, resource availability, and service demands; allocate resources to maximize efficiency.
- Analyze operational information, evaluate trends, and develop plans to meet future needs; assure all financial issues are properly addressed and resolved; assures effective communication of financial issues.
- Serve in a lead role in the preparation of the annual budget, and present to Town Council, staff, and citizen groups.
- Approve and coordinate changes and improvements in automated financial and management information systems for the Town.
- Manage the collection, analysis, and reporting of financial data; review technical documents and accounting records to verify accuracy; identify and correct errors and inconsistencies in documents and reports; monitor budget, revenue, and expenditure trends.
- Maintain absolute confidentiality of work-related issues and Town information.
- Oversees the supervision of the Utility Billing, payroll, accounting, and accounts payable.
- Perform other duties as required or assigned.

### ***The Ideal Candidate***

The ideal candidate will have a strong and enduring commitment to continuous improvement through business process re-engineering, implementation of new technology, organization change management, and adherence to best practices. Will have exemplary leadership skills required to develop, coach, empower, motivate, and manage staff. The candidate will have to work collaboratively with members of the Town's management team and provide them with financial advice and recommendations related to Town programs and services. At a minimum, the candidate will have to meet the following requirements:

- Bachelor's Degree in Accounting, Finance, or Business Administration.
- Five (5) plus years' experience managing government financial operations; or
- An equivalent combination of education, training, and experience.
- CPA encouraged, but not required.

The candidate should also possess the knowledge of:

- The Town's organization, operations, policies, and procedures.
- Government/Financial Accounting Standards Boards (GASB/FASB), 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.
- Capital Improvement Programs, Annual Budgets, Comprehensive Annual Financial Report (CAFR), investment of funds, risk management, insurance oversight, long term financial planning, and analysis of funds.
- Utility Billing and Payroll functions.

### ***Compensation & Benefits***

The salary will be dependent on the qualification of the successful candidate. A competitive benefits package includes health, dental, vision and life insurance, enrollment in the Arizona State Retirement System, deferred compensation plan, generous PTO, 12 paid holidays and a 4-10 work schedule.

### ***Application Process***

The position will remain open until filled.

To be considered for this position, please send an application, résumé, cover letter, and [supplemental questionnaire](#) to:

Teresa Riza, Town Clerk,

Email: [triza@cavecreekaz.gov](mailto:triza@cavecreekaz.gov)

Town of Cave Creek

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[www.cavecreekaz.gov](http://www.cavecreekaz.gov)