



## Employment Opportunity

425 Tenth Street Douglas, AZ 85607  
(520) 417-7326 Fax (520) 417-7155

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS, GENETICS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

**ANNOUNCEMENT #:** 04-22  
**ISSUE DATE:** January 19, 2022  
**CLOSING DATE:** Open until filled  
**TITLE:** Finance Manager  
**SALARY:** 28/\$53,368-\$78,846

The City of Douglas is seeking an individual to serve as our next Finance Manager. Douglas takes pride in its deep family roots and people, affordable living, great weather year-round, sweeping mountain vistas and binational culture, which continues to draw visitors around the world. With right at 16,000 residents and a population that swells daily as international trade and commerce crosses through our port of entry, guests from the south come to shop and visitors from across the globe seek to experience the unique history of ranching, mining and aviation among reasons to visit Douglas. We offer small town charm yet are less than two hours away from the big city amenities of Tucson and under an hour to Sierra Vista.

**JOB SUMMARY:** The purpose of this position is to manage the activities, operations and performance of the Finance Department. This is accomplished by directing all department activities, developing goals and objectives, providing financial planning assistance for other city departments and divisions, managing staff, and preparing and monitoring the budget.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field; and three (3) years of professional-level experience in accounting, contract administration, financial cost analysis, auditing, budget preparation, or a closely related financial/fiscal activity, which includes some experience utilizing computerized or personal computer-based financial systems and (2) years of supervisory experience; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**SPECIAL REQUIREMENTS:** Residency within sixty miles of the corporate limits of the City of Douglas, within the United States, required within a reasonable time after hire date.

**HOW TO APPLY:** Submit a cover letter along with a City of Douglas application form and resume to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ, 85607; fax (520) 417-7155 or email [nadia.rodriquez@douglasaz.gov](mailto:nadia.rodriquez@douglasaz.gov).

**EVALUATION METHOD:** The Human Resources Manager will initially screen Applications for minimum qualifications according to training and experience as provided on employment application packet. Those applicants meeting the minimum qualifications will be invited to participate in an evaluation process.

01/2020

City of Douglas

**Title:** Finance Manager

**Reports To:** Deputy City Manager / City Treasurer

FLSA: EX

Occupational Code: P

Range: 28

**JOB SUMMARY**

The purpose of this position is to manage the activities, operations and performance of the Revenue division, including customer service, revenue recovery, administration, sales tax and licensing. This is accomplished by directing all division activities, developing goals and objectives, providing financial planning assistance for other city departments and divisions, managing staff, and preparing and monitoring the budget. Other duties include coordinating special projects, accounting duties and acting in the absence of the director.

**ESSENTIAL FUNCTIONS**

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Responsible for the proper procedures, policies, and operations of the Tax Licensing & Revenue section.
2. Prepares and administers the budget and exercises control over expenditures.
3. Establishes measures to improve methods, use of equipment, changes in operations, working conditions, quality of work, and any necessary expansion to increase efficiency of the division.
4. Researches, compiles, and presents technical sales tax advice and statistical data to various city departments, the City Manager, and the City Council, as directed.
5. Assists the City Treasurer with short and long-range planning and goals for the division.
6. Attends council meetings and workshops to represent sales tax matters as directed by the City Treasurer.
7. Recommends employee hires, promotions, transfers, discharges, and disciplinary measures to the City Treasurer.
8. Makes audit and edit checks to evaluate special needs, unusual problems, and to check the quality of work projects.
9. Represents the City in dealing with other governmental jurisdictions, private businesses, and the general public on sales tax matters.
10. Investigates and resolves citizen and business complaints that cannot be handled by other sales tax personnel.
11. Reviews sales tax audits and provides direction and interpretation for both the auditor and taxpayers when questions arise on interpretation of the tax code.
12. Assesses the financial impact of proposed legislative changes related to the state tax code and other tax and franchise matters that may impact the city.
13. Researches tax disputes, prepares the City's position for audit hearings, and presents the City's position before a hearing officer. Makes every possible attempt to resolve protests and disputes administratively before any hearing.
14. Actively represents the City's interest in changes to the local and state unified sales tax code through the Unified Audit Committee and the State Tax Commission.
15. Provides short- and long-term revenues projections of sales tax, and all other revenues.
16. Meets with audited taxpayers that are protesting their audit assessments and may recommend whether to allow or disallow changes in the audit.
17. Establishes priorities of work with the Licensing & Revenue program.
18. Supervises the maintenance of sales tax and business license records.
19. Directs the preparation of reports and represents the sales tax at a wide variety of meetings.
20. Keeps the City Manager and City Treasurer advised of sales tax activities through oral and written reports.
21. Attends conferences and conventions and other educational and professional meetings to keep updated on sales tax methods and administration.
22. Researches and presents recommended changes to the sales tax and business licensing ordinance.

23. Speaks before civic and professional groups on the plans, objectives, policies, and programs of the Sales Tax Licensing & Revenue program.
24. Reviews and recommends approval of contracts for outside collection services.
25. Assists the City Treasurer in monitoring and projecting selected revenue sources.
26. Participates in user fee studies and implements new or changed fees as directed by Council.
27. Provides analytical support to the City Treasurer, City Manager, department heads or city personnel regarding the financial position of the City or any financial concerns.
28. Produces reports showing practical data, providing financial forecasts, analyzing accounts, reconciling project costs, and providing any other information needed.
29. Provides assistance in assembling the annual budget document. Works with department heads and other employees to determine revenues and expenditures for the coming year. Assembles revenue and expenditure forecasts, debt schedules, grant schedules as necessary for the budget process.
30. Helps manage the accounting process and produces accounting and financial procedures and guidelines for accounting duties in the Finance Department.
31. Works directly with auditors to generate schedules and accounting reports as necessary.
32. Reviews account expenditures, monitors budget, researches problems and develops solutions to problems in a variety of daily activities.
33. Manages ambulance billing by coordinating with outside billing agency and reconciliation, customer service functions.
34. Develops schedules for monthly billing and meter reading activities; oversees the establishment and maintenance of customer accounts, the calculation and generation of utility service bills, the adjustment of debits & credits pertaining to customer refund or charges, the collection and documentation of account payments, the approval of work orders and trouble slips, new installs and meter change outs, and the provision of information and assistance to customers; and ensures accuracy of account databases and revenue collection activities.
35. Oversees the activation and disconnection of services; supervises the processing of delinquent accounts and the discontinuance of service based upon account delinquency
36. Maintains department customer service standards; ensures customers receive timely assistance and accurate information; receives and responds to complaints and requests for information; investigates and resolves difficult customer complaints and concerns; and authorizes account adjustments as necessary. Review payment arrangements and contracts with customers
37. Supervises, delegates, and directs tasks for all staff assigned; maintains and monitors attendance; reviews work and personnel records; establishes and evaluates performance standards; ensures appropriate training of staff
38. Assists with budget development and preparation; authorizes purchase requisitions; monitors expenditures.
39. Oversees the accounts receivable and payable functions for the City.
40. Oversees the payroll processing functions for the City.
41. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
42. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
43. Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

#### **EVALUATION FACTORS:**

##### **Desirable Skills, Knowledge, and Abilities**

Knowledge of:

Principles, practices and methods of municipal finance, accounting, auditing and budget preparation;  
Principles and practices of public administration and government organization;  
Working knowledge of the laws and regulations related to sales tax and business licensing activities  
Principles and techniques of systems, statistical and procedural analysis;  
Research techniques and financial forecasting methodology;  
Federal, State and local laws, rules and regulations affecting municipal budgeting;  
Governmental and service contract requirements; and  
Personal computers and related software.  
OSHA compliance and regulations as they pertain to the functions of this position

Ability to:

Perform economic and policy analysis;  
Conduct studies utilizing statistical and spreadsheet software programs;  
Ability to effectively resolve operational and personnel problems  
Ability to research, prepare, and present comprehensive written and oral reports to councilmen, department heads, and other personnel as required  
Ability to thoroughly familiarize oneself with the sales tax and business licensing ordinances  
Ability to establish and maintain effective working relationships with other employees and to deal firmly but tactfully with the business community and the general public.  
Conduct best practice research, customer service surveys and productivity studies;  
Gather facts, analyze and report research findings in a clear, complete, and logical form;  
Explain budgetary, accounting management and organization problems in simple, non-technical language;  
Work independently and persistently to complete work on schedule and according to quality control standards;  
Make arithmetical calculations rapidly and accurately;  
Comprehend and follow oral and written instructions;  
Operate a personal computer and related software;  
Communicate effectively both orally and in writing;  
Establish and maintain effective working relationships with supervisor, co-workers, the public, etc.; and  
Provide quality services in a cost-effective manner and to recommend improved methods of performing the work.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field; and Three (3) years of professional-level experience in accounting, contract administration, financial cost analysis, auditing, budget preparation, or a closely related financial/fiscal activity, which includes some experience utilizing computerized or personal computer-based financial systems and (2) years of supervisory experience; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.