



**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 #:** 04a-22  
**ISSUE DATE:** April 14, 2022  
**CLOSING DATE:** Open until filled  
**TITLE:** Finance Director  
**SALARY:** 32/\$64,292-\$94,993

The City of Douglas is seeking an individual to serve as our next Finance Director. 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:** Acts as Finance Director; plans, directs, organizes the activities and operations of the Finance Department, which may include the following functional areas: Accounting, Budget, Revenue Management, Tax Collections, Auditing, Utility Billing, Payroll and Procurement; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex financial information to the City Treasurer, Finance Committee and City Manager.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field; at least five-years of managerial experience in governmental accounting and financial planning and administration, preferably in a municipality; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**SPECIAL REQUIREMENTS:** Residency within ten 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.

05/2022

City of Douglas

**Title:** Finance Director  
**Reports To:** Deputy City Manager / City Treasurer  
**Department:** Finance  
FLSA: EX

Occupational Code: OA

Range: 32

**JOB SUMMARY**

Acts as Finance Director; plans, directs, organizes the activities and operations of the Finance Department, which may include the following functional areas: Accounting, Budget, Revenue Management, Tax Collections, Auditing, Utility Billing, Payroll and Procurement; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex financial information to the City Treasurer, Finance Committee and City Manager.

**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. Plans, organizes and directs the operations of the Finance Department (accounting, budget, revenue management, tax collections, auditing, utility billing, payroll and procurement).
2. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions.
3. Consults with the City Manager, City Treasurer and Finance Committee on the financial conditions of the city and makes recommendations for courses of action including bonded indebtedness, leasing programs, and related financial matters.
4. Oversees and monitors the financial workings of City Departments.
5. Responsible for the complete preparation and execution of the City's annual budget and recommends policy and operating improvement.
6. Develops, administers and monitors the department's operating budget and capital improvement program.
7. Coordinates the preparation of the City's annual comprehensive financial report, in compliance with GAAP.
8. Analyzes monthly revenue and expenditure information, developing recommendations for appropriate actions to resolve problems.
9. Conducts revenue and expenditure studies, preparing short- and long-range forecasts for program planning.
10. Responsible for the effectiveness and efficiency of the City's integrated financial system, which may include coordination of ongoing training for city staff, modifying Chart of Accounts as needed, establishing policies and procedures or changing practices in order to improve processes and paper work flow, communicate regularly to staff city wide, provide useful financial reports, etc.
11. Prepares special and periodic analysis of financial information for the City Treasurer, Finance Committee, City Manager, and other city staff.
12. Prepares financial information and reports required by other government agencies, including expenditure limitation statements.
13. Ensures employees receive routine training, maintain required certifications and encourage additional certifications to gain expertise and knowledge.
14. Provides leadership and direction in the development of short- and long-range plans associated with the City functions within department divisions.
15. Maintains proper security for City financial records.

16. Researches and defines State Budgetary Laws applicable to the City and integrates legal considerations into an on-going operating system for budget-making.
17. Directs the administration of City license tax provision, including enforcement, collection and auditing and reviews and suggests amendments and revision for license code.
18. Prepares and reviews proposed ordinances and resolutions relating to expenditures, revenues, tax levies, and other fiscal matters.
19. Manages the City's debt and investment programs; including development and maintenance of information and analysis needed by outside investment managers, financial advisors, bond counsel and credit rating agencies; strives to help the City receive an acceptable return on investments.
20. Meets and confers with staff to coordinate projects, programs, resolves issues, and plan division operations.
21. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs.
22. Establishes and maintains effective working relationships with City leaders and department directors, other City staff and community representatives.
23. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.
24. Maintains regular contact with the City Treasurer or City Manager to keep them apprised of situations and issues.
25. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
26. Keeps up to date with the latest accounting standards established/updated from time to time per the Governmental Accounting Standards Board (GASB).
27. Performs all work duties and activities in accordance City policies and procedures.
28. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
29. 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.
30. 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.
31. Maintains regular and reliable attendance.
32. 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 all aspects of the finance functions;
- principles and techniques of systems, statistical and procedural analysis;
- research techniques and financial forecasting methodology;
- principles and techniques of management, supervision and training;
- federal, State and local laws, rules and regulations affecting municipal budgeting;
- standard accounting practices established by GASB
- 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:

- Manage, plan, organize, direct, and coordinate the work of employees;
- Develop and implement long-and short-term plans and goals for the finance department;
- perform economic and policy analysis;
- conduct studies utilizing statistical and spreadsheet software programs;
- effectively resolve operational and personnel problems
- research, prepare, and communicate effectively with the public and organization. Preparing clear, concise and accurate reports and recommendations, both orally and in writing, using proper grammar and having a strong command of English.
- thoroughly familiarize oneself with the sales tax and business licensing ordinances
- 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; at least five-years of managerial experience in governmental accounting and financial planning and administration, preferably in a municipality; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.