



**CITY OF FLAGSTAFF**  
invites applications for the position of:

## **Assistant Finance Manager**

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<b>SALARY:</b>	\$64,355.20 - \$80,454.40 Annually
<b>DIVISION:</b>	Management Services
<b>SECTION:</b>	Finance
<b>OPENING DATE:</b>	04/01/22
<b>CLOSING DATE:</b>	04/22/22 04:00 PM
<b>WORK WEEK:</b>	Monday - Friday, 8:00 AM to 5:00 PM
<b>PRE-EMPLOYMENT REQUIREMENTS:</b>	None

### **ADMINISTRATIVE DUTIES:**

Actively supports and upholds the City's stated mission and values. Under limited supervision of the Assistant Finance Director, employees of this class are expected to exercise independent judgment, initiative, and professional skills in the day-to-day coordination of the accounting and budget programs and supervision of assigned staff. Duties range from routine to project management including the preparation of financial statements, maintenance of general ledger and auxiliary accounts, budget research and preparation, and in general, helping assure that the accounting/budget programs and staff follow GAAP, GASB, and GAAFR standards, principles, and guidelines to protect the City.

In addition, employees are expected to exercise considerable judgement, initiative, and professional skills in financial administration, knowledge of acceptable accounting practices, and assist in coordination of annual budget and audit.

### **ADMINISTRATIVE DUTIES**

- **Supervisory:** This job has responsibility for employee supervision (hires, directs, schedules, transfers, promotes, rewards, disciplines, and terminates).
- **Budgetary:** This job has partial responsibility for the City annual budget process including reviewing, reconciling, and adjusting Division budgets. Incumbents are also responsible for having an in-depth knowledge of 10-year financial plans to allow for better forecasting.
- **Strategic Planning:** This job does not have strategic planning responsibilities but carries out day-to-day activities and assisting staff to reach the stated goals and objectives.
- **Policies/Procedures:** This job has partial responsibility for developing and implementing policies and procedures at the program level.
- **Compliance:** This job has responsibility for ensuring compliance requirements are met for financial reporting and are presented in accordance to established accounting standards set by GAAP and GASB.
- **Council Communications:** This job may have partial responsibility for preparing budget presentations and reviewing and working with Divisions as they present information for the budget process (including providing information on expenditures, research, and expertise on forecasting).
- **Reporting:** This job has partial responsibility for preparing the annual budget and City financial statements as well as reimbursement requests for federal, state, and intergovernmental agreements.

## **EXAMPLES OF THE WORK PERFORMED:**

### **EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

- Provides excellent customer service to both internal and external customers.
- Assist the Assistant Finance Director with the coordination of the annual audit and preparation of the Comprehensive Annual Financial Report (CAFR), including the Schedule of Expenditure of Federal Award and the Expenditure Limitation.
- Assist the Assistant Finance Director with the coordination of the annual budget including Division review, City Manager review, Council review, and final budget preparation through the legal schedules.
- Prepares analytical and budgetary comparative information for presentation to staff, Council, and the public.
- Oversees the selection, assignment, scheduling, productivity, performance evaluation, development and discipline of assigned personnel.
- Supervises staff by training, coordinating, and providing technical assistance.
- Keeps the Assistant Finance Director advised of program activities and issues through written and oral reports.
- Reviews and prepares workpapers, reconciliations and assists external auditors on the annual financial audit.
- Reviews and prepares adjusting journals to financial records.
- Participates with other accounting/budget staff in answering general questions relating to accounting/budget policies, procedures, and operations.
- Advises and counsels with City Divisions on accounting/budget policies and procedures and work-related issues.
- Investigates and resolves accounting/budget issues that cannot be handled by other accounting employees.
- Analyzes the completeness and accuracy of prepared budget data provided by Divisions.
- Complies with financial reporting requirements as they relate to federal, state, and local grant requirements.
- Provides excellent customer service to both internal and external customers.
- Performs related duties, as assigned.
- Reviews general ledger accounts to ensure proper reporting of financial information in accordance with established accounting practices and rules.
- Other duties as assigned.

## **QUALIFICATIONS:**

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in Accounting, Business Administration, or related field.
- Five years of general accounting and budgeting experience.
- One year of supervisory or lead worker experience of a responsible nature.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

### **DESIRED EXPERIENCE AND TRAINING**

- Master's Degree in Business Administration or a related field.
- CPA Certification.
- One year of professional level experience of a progressive, responsible nature in governmental accounting and/or budgeting.

### **OTHER REQUIREMENTS**

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

## **SUPPLEMENTAL INFORMATION:**

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

- Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve problems involving several concrete variables in a systematic way effectively and efficiently.
- Thorough knowledge of the general principles and practices of municipal finance, accounting, budgeting, and various budgeting processes and procedures.
- Ability to apply generally accepted accounting principles and theory to the municipal finance and budget preparation process.
- Ability to apply accounting principles and standards at all technical levels.
- Ability to make independent decisions as they may relate to municipal accounting and budget.
- Ability to plan, organize, assign, supervise, and review the work of accounting/budget staff.
- Ability to select, train, and evaluate accounting/budget staff.
- Ability to effectively resolve operational and personnel problems.
- Ability to use good judgment and make difficult independent decisions without direct supervision.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- While performing the duties of this job, the employee is frequently required to sit, use hands to finger/handle/feel, reach with hands and arms, talk or hear. The employee is regularly required to stand, and walk, and is occasionally required to stoop/kneel/crouch/crawl.
- The employee must frequently lift and/or move up to 10 pounds, and occasionally required to lift and/or move up to 25 pounds.
- Vision requirements for this position include close vision and the ability to adjust focus.
- There are no special working conditions for this position.
- The noise level in the work environment is usually moderate.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://flagstaff.az.gov>

Position #052-22  
ASSISTANT FINANCE MANAGER  
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211 W. Aspen Ave.  
Flagstaff, AZ 86001  
(928) 213-2090

[human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

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### **Assistant Finance Manager Supplemental Questionnaire**

\* 1. Do you have a bachelor's degree in Accounting, Business Administration, or related field?

Yes

No

\* 2. Please explain how you meet this requirement.

\* 3. Do you have five years of general accounting and budgeting experience?

Yes

No

\* 4. Please explain how you meet this requirement.

\* 5. Do you have one year of supervisory or lead worker experience of a responsible nature?

Yes

No

\* 6. Please explain how you meet this requirement.

\* Required Question