



Cochise County

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

Finance Director

Anticipated Salary: \$115,000 - \$140,000 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 September 19, 2022 and 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 County Administrator, performs professional administrative work of considerable difficulty relating to management, financial analysis, accounting principles, and budget monitoring and forecasting. Responsible for fraud prevention, detection, and deterrence. Performs other related duties as assigned.

TYPICAL DUTIES

- Serves as Chief Financial Officer for the County;
- Provides administrative direction for the Finance Department, including payroll, accounting, and purchasing;
- Identifies and recommends methods to improve management and operations of the Finance Department involving enhanced work processes, responsiveness, efficient use of resources and quality service delivery;
- Monitors and assesses operating results;
- Tracks and forecasts revenues and fund balances;
- Recommends any necessary and prudent budget modifications;
- Plans, develops and revises department's policies and procedures;
- Oversees the production of various complex financial accounting reports, including Comprehensive Annual Financial Report (CAFRs);
- Participates in the development of specifications for contracts and proposals following legal guidelines;
- Assures department's activities are following all laws, policies, regulations, and the County's strategic direction;
- Works cooperatively and communicates regularly with individual department Directors and Elected Officials in identifying and analyzing requirements and problems;
- Plans, coordinates, and reconciles with State auditors regarding annual audit findings and results;
- Oversees and manages bond activity, records and ensures compliance with federal and state reporting requirements;
- Serves as member of the Cochise County leadership team, assisting in setting of overall strategic goals, policies, direction and financial goals for Cochise County.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting, Financial Management, or related field from a regionally accredited institution of higher learning recognized by the US Department of Education; seven (7) years of progressively responsible administrative experience in government, five (5) years must be in a supervisory accounting or business manager capacity in the public sector; 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: Master's degree in Business Administration, Accounting, Public Administration, and 5 years' progressively responsible experience related to the management or budgeting of governmental accounting and financial reporting; Certified Public Financial Officer (CPFO) or Certified Public Accountant (CPA).

For more information and to apply, go to <https://bit.ly/3QYKvGs>