

Chief Financial Officer

We are small, but in the middle of it all. The City of Tolleson is the best place to start or advance your career. Incorporated in 1929, we are committed to providing employees with opportunities for learning and growth. Are you interested in joining our team? If you are passionate about making a difference in the community, the City of Tolleson is looking for people like you.

Position Description

The City of Tolleson is seeking qualified individuals interested in joining our team as the Chief Financial Officer (CFO). The CFO is ultimately providing strategic direction and management of the finance department as well as ensuring implementation of City Council goals, policies and achievement of performance expectations. Responsibilities include, but not limited to: Analyzing financial information; Preparing yearly financial statements and City-wide budgets; Directing and managing accounting and collections functions, including wastewater treatment billing; and, Overseeing bond sales, payments, and City investments.

Qualifications

Minimum Bachelor's Degree in Accounting or Finance and 3 years of management level experience in government finance; or, an equivalent combination of directly related education and experience sufficient to successfully perform the essential duties of the job such as those listed above. **Ideal candidate will possess 7+ years of progressively responsible experience in government finance and a valid CPA designation.** Valid Arizona Driver's License required.

Knowledge of:

- Applicable federal, state, and local laws, codes, regulations, and/or ordinances
- Management and leadership principles and practices
- Public administration and governmental operations
- Advanced theories and principles of assigned area
- Strategy development principles and procedures
- Program development principles and techniques
- Negotiation techniques
- Public relations principles
- Modern office technology

Skill in:

- Interpreting and applying applicable laws, codes, regulations, and standards
- Managing, mentoring, and evaluating staff
- Directing public programs
- Planning, analyzing, and evaluating programs, services, operational needs, and fiscal constraints
- Establishing and executing long-term goals and objectives
- Planning strategic operations and programs
- Developing and implementing policies and programs in support of strategic direction
- Preparing and administering division budget
- Ensuring compliance with applicable federal, state, and local regulations
- Analyzing, interpreting, and understanding technical information of assigned area
- Negotiating and mediating
- Managing and administering contracts
- Preparing and delivering public presentations
- Utilizing a computer and relevant software applications
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, the general public, and others to sufficiently exchange or convey information and to receive work direction

Physical Demands

Positions in this class typically require: stooping, kneeling, crouching, standing, walking, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Working Conditions are in an office setting. Depending on assignment some travel may be required.

Job Information

Closing Date: Open until filled

Hiring Salary: D.O.E.

Open until filled

Full Salary Range for Position: \$136,495.83 - \$204,743.75

Additional Application Information

It is important that your application shows all relevant work experience and education. Work experience must be noted on the application. Applicants may be rejected if not fully complete. Your resume may not be substituted as an application.

Applicants may request a reasonable accommodation, if needed, by contacting Human Resources at 623-936-7111.