



## JOB DESCRIPTION

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**TITLE:** Finance Officer

**SUPERSEDES:** December 2015

**REVISED:** October 2022

**DEPARTMENT:** Financial Services

**FLSA STATUS:** Exempt

**PAY RANGE:**

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**WE'RE HIRING!!-** The City of Safford is always looking for qualified individuals to join our staff. We are a growing organization that offers a full benefits package, competitive wages, and a positive work environment. Please visit [cityofsafford.us](http://cityofsafford.us) to apply. This positions offers Relocation Assistance of up to \$5k, Housing Incentive of \$10k (within Safford city limits), and a Two Week paid vacation up front. All applications are accepted on our careers page, the City of Safford is an EOE.

**SUMMARY:** Under limited direction, manages the organization's financial policies, operations, strategies, planning, forecasts and risks by providing financial leadership, coordinating with other departments and monitoring financial conditions. Directs and oversees financial staff including budgeting, accounting, customer and field services, business services and material management/purchasing.

**DISTINGUISHING CHARACTERISITICS:** This is an executive position in the Financial Services Department and reports to the City Manager.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Provides financial leadership in the development and forecasting of short and long term financial objectives by evaluating and advising on the impact of long range planning and introduction of new strategies.
- Provide recommendations to strategically enhance financial performance and business opportunities and work with departments to develop long range capital improvement plans and financing mechanisms to accomplish plans.
- Serves as the city's investment officer by researching and reviewing investment opportunities to ensure the most profitable return on investment. Directs debt management and debt issuance activities. Provide financial information to all financial institutions as need for a successful bond election and provide financial guidance to the various departments on funding options during the capital improvement planning processes.
- Working with the City Manager's Office, prepares annual city budget for adoption by City Council. Reviews and monitors each department operating budget to identify variances and trends to maintain revenue and expenditure controls including rate setting rate structures.
- Oversee the preparation of quarterly financial reports to the City Manager, Department Heads and the City Council. Evaluate and oversee all benefit negotiations for employees.



## **JOB DESCRIPTION**

- Supervises the closing of year-end accounting. Schedules auditors and submits general ledger and other reports as necessary. Assist with preparing the Comprehensive Annual Financial Report (CAFR), the Single Audit Report and Expenditure Limitation Report at year-end.
- Establish policies, internal controls and guidelines to ensure compliance and manage financial operations and all policies and guidelines used for City procurement activities.
- Oversees City warehouse operations.
- Directs, evaluates and motivates department personnel. Hires, promotes and terminates employees; evaluates employee performance. Responds to grievances and maintains discipline, conduct and general behavior of staff.
- Working with the City Manager and department heads, participates in the development of the City's Capital Improvement Program to ensure that projects are properly budgeted and sufficient funds are available for proposed projects.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Experience, Certifications and Licenses:**

- High School diploma or equivalent GED certificate.
- Bachelor's degree in accounting, finance, business administration, or a closely related field.
- Five (5) years' experience in financial planning and administration with at least three (3) years in a supervisory capacity.
- OR an equivalent combination of education, training and experience that provides the required knowledge and skill.
- Demonstrated excellence in managing finance, accounting, budgeting and reporting.

#### **Required Knowledge and Skills:**

- Knowledge of municipal financial administration and public accounting principles, practices and procedures.
- Knowledge of financial analysis, projection techniques, and strategic planning.
- Knowledge of investment fund management and municipal debt administration.
- Knowledge of City, State and federal laws, codes, regulations, policies and procedures as they pertain to government accounting and finance.
- Knowledge of financial policy development and revenue, expenditure and fiscal control mechanisms.
- Knowledge of principles, practices and methods of management and supervision.
- Knowledge of interpersonal skills using tact and diplomacy.
- Knowledge of financial and accounting automated systems and functions.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.



## **JOB DESCRIPTION**

- Skill in effectively managing, leading and delegating tasks and authority.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in analyzing financial data, forecasts, preparing narrative and statistical records and reports.
- Skill in analyzing problems, identify alternative solutions, project consequences of proposed actions, evaluate alternative financing methods and investment possibilities
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with others.
- A collaborative and flexible style, with a strong service mentality. Need to be seen as a team player who is committed to lifelong learning.
- A hands-on manager with integrity and a desire to work in a dynamic, mission driven environment.
- A strong commitment to developing team members.

**ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is routinely performed in office environments with occasional exposure to inclement weather, and varying temperatures.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and occasional lifting of objects up to 10 pounds.