



ASSISTANT FINANCE DIRECTOR
FINANCE DEPARTMENT
APACHE COUNTY

NATURE OF WORK:

Responsible for work of considerable difficulty in the planning, implementation and evaluation of County accounting and fiscal activities.

TYPICAL DUTIES:

- Assists in development and maintenance of the County's fund accounting, general ledger system and financial statements.
- Assists in the management of the purchasing department, verifying that the County is in compliance with all statutory requirements.
- Manages the accounts payable for the County including the implementation of proper controls over the accounts payable process.
- Manages the production of monthly and annual financial reports. Oversees and coordinates the annual audit activity while preparing supporting documentation and summary schedules for the County's annual audited financial statements. Directs and coordinates the preparation of the annual Expenditure Limitation Report for the audit.
- Assists the Director in the development of the annual County budget by allocating department resources including budget, staff, equipment and supplies in line with department goals and objectives and to ensure compliance with County budget policies, operations and provisions; projects costs for upcoming year, analyzes last year's expenditures, and provides for future needs.
- Develops the annual "Resolution Setting Rates & Levies" with consideration of budget needs and carryover estimates, calculates tax rates for all taxing districts (with exception of school districts). Prepares the "Additional State Aid to Education" calculations and send them to Arizona Department of Revenue (ADOR). Prepares and submits to ADOR the tax rate transmittal documents.
- Assists the Director in the various financial and accounting programs for the County. Directs the production of monthly and annual financial reports.
- Researches financial information for outside departments. Represents the County to outside agencies such as other cities, towns, highway groups, and other governmental agencies.
- Assists the Director in the general supervision of Finance Department staff through selecting, developing, evaluating, monitoring their activities, providing guidance and making assignments; plans, directs and coordinates department activities through subordinate staff; ensures compliance with state and federal requirements.
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the principles and practices for governmental fund accounting and budgeting systems
- Knowledge of statutory and regulatory requirements for Arizona county fiscal operations

- Ability to plan, organize and direct accounting activities to achieve assigned goals
- Ability to establish and maintain effective working relationships with others

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Accounting or related field and five (5) years of responsible experience in financial administration and accounting at the supervisory level are required; or an acceptable combination of education and experience.

PREFERRED QUALIFICATIONS:

Master's Degree in Accounting or Finance and/or Certified Public Accountant

STATUS: Full-Time Regular

SALARY: Starts annually between \$66,305 – \$72,935 (Salary commensurate with experience)

Apply Online at <https://www.apachecountyaz.gov/Job-Postings>

(Position is in classified service and is FLSA exempt)

ALL POSITIONS MUST HAVE AN APACHE COUNTY EMPLOYMENT APPLICATION FOR CONSIDERATION.