



Job Title:	Finance Director	Salary Range:	\$85,000-\$95,000
Recruitment Dates:	<i>Open now until filled</i>		

The Town of Gila Bend is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administration needs of the town.

General Purpose. The Finance Director has primary responsibilities in budget, finance, and policy. Such activities within the department include fiscal planning and budgeting, control of expenditures, management of grants, cash management/reconciliation, revenues, and collections that include enterprise accounts, and accounting, auditing and financial reporting.

It is also the responsibility for the Finance Director to serve as a resident resource for staff and management to depend on establishing methods of ensuring compliance with internal controls and governmental accounting processes.

- Provides leadership, direction, and guidance in financial and technical strategies and priorities; evaluates needs, and determines financial resource requirements and goals.
- Assures the integrity of the financial work products, processes, and procedures to safeguard the Town's assets; monitors accounting documents for accuracy, completeness, and compliance with Federal, State, and Town policies and practices.
- Plans, coordinates, and directs the department's operations; establishes priorities, coordinates operations within the Town, and assures program objectives and standards are defined, attained and congruent with the overall goals of the Town.
- Directs the Town's financial reporting and budgeting functions; monitors analysis of budget and financial variables, revenue cycle and financial planning activities; coordinates financial reporting and development of financial statements.
- Oversees the Town's investment and financial agreements
- Reviews and monitors various debt requirements for the Town and analyzes cost/benefits applicability. Provides regular updates to senior management.
- Develops, analyzes, and negotiates comprehensive banking services and collateral requirements.
- Analyzes financial and resource information on Town operations; reviews and monitors status reports, and recommends appropriate actions and plan modifications.
- Directs the daily activities of the Finance Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance.
- Meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities; monitors operations to identify and resolve problems.



- Assures effective communications with Town executive management; interprets and explains Federal and state fiscal rules and regulations; evaluates and analyzes policies and procedures, and recommends solutions.
- Knowledge of Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Knowledge of the principles and practices of municipal finance and records management.
- Knowledge of Capital Improvement Projects (CIP).
- Skill in the use of business and personal computers, and spreadsheet software applications.
- Perform other duties as assigned.

Minimum Qualifications

Bachelor's Degree in finance or accounting, and seven year's experience in governmental finance and information technology; Master's Degree preferred. Special Requirements: None Supplemental Information Necessary Knowledge and Skills: • Knowledge of Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements. • Knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management. • Knowledge of the legal, ethical and professional rules of conduct for finance officers.

Performance Aptitudes

Physical Ability: Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, feeling and repetitive motions. Must be able to perform heavy work exerting up to 100 pounds of force occasionally; up to 50 pounds of force frequently; and/or up to 20 pounds of force constantly to move objects.

Equipment, Machinery, Tools, and Materials: Must be knowledgeable with basic hand tools. Must possess visual acuity to operate a large vehicle in small areas.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, requiring significant internal and external interaction.

Benefits

All applicants must pass a pre-employment drug and alcohol screening and background check. All applicants must pass a 6-month probationary period. Benefits to start approximately 30 days after hire date.

- Full time positions (minimum 40 hours per week) accrue vacation leave per year as follows:
 - Months 0 to 23 - 10 days of vacation leave per year (6.67 hours/per month)
 - Months 24 to 60 - 15 days of vacation leave per year (10 hours/month)
 - Months 60+ - 20 days of vacation leave per year (13.34 hours/month)



- Full time positions (minimum 40 hours per week) accrue 96 hours of sick leave per year.
- Full time positions (minimum 40 hours per week) and authorized part time positions (minimum 30 hours per week) accrue 88 hours of paid holidays per year. Holidays include New Year's Day, MLK, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.
- Positions with a minimum of 30 hours per week are eligible for medical, dental, and vision benefits.
- Paid employee life insurance, AD&D, short and long-term disability benefits for full time positions (minimum 40 hours per week).
- Retirement Benefits for full time positions (minimum 40 hours per week).

Application Procedure

Please submit the following by mail, e-mail, or fax. :

- (1) Resume (with Work History for the past 5 years),
- (2) Cover Letter,
- (3) Three (3) Work Related References

Questions should be directed to Beth Sanchez, Town Clerk.

By Fax

Beth Sanchez
Town of Gila Bend
928-683-6430

By Mail

Beth Sanchez
Town of Gila Bend
644 West Pima Gila
Bend, AZ 85337

By E-mail

Beth Sanchez
Town of Gila Bend
bsanchez@gilabendaz.org