

# FINANCE DIRECTOR

CITY OF SEDONA, ARIZONA



**Duffy  
Group**

EXECUTIVE RECRUITMENT

# COMMUNITY

Sedona is approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties and serves as a premier international tourist center.

Sedona was named after Sedona Miller Schnebly (1877–1950), who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. Originally founded in 1902, the City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, and art centers, with nearby viticulture.

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons and plenty of sunshine and clean air. The year round population of Sedona is approximately 9,000 residents, while the seasonal/visitor population often doubles that number on a regular basis. The City is almost 19 square miles in size, with 51% being owned by private landowners and the rest belonging to the Coconino National Forest.



# POSITION

This position leads a dynamic group of professionals who are seeking a director who is ready to be a part of a teamwork environment. It is a great opportunity to be in a extraordinary community within a world class environment of never ending things to do and see. It is truly an opportunity for someone to bring their experience and leadership to a very well positioned financially sound local government.

Be on the front end of working with a consultant in implementation of a comprehensive revision to our Enterprise Resource Planning (ERP) systems. This is expected to take the next couple of years to complete, bringing the city an integrated approach to effective and efficient programs across all areas of the city including finance.

As the Director you will plan, direct, manage and oversee the activities and operations of the Finance Department of 10 employees including accounting, revenue administration, treasury management, procurement, financial planning and budgeting; reporting to the City Manager.

The Director has full management responsibility for all Finance Department services and activities including revenue collections, operational & capital budgets, forecasting, debt service, financial statement preparation, the maintenance of central accounting systems, accounting controls, and administration of policies and procedures.

You will monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

# ORGANIZATION

The City of Sedona is a general law city, which operates under the Council-Manager form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, and over seeing administration of the City.

Sedona currently has a staff of approximately 165 regular employees; City departments include City Attorney, City Clerk, City Manager, Communications, Tourism & Economic Initiatives, Community Development, Financial Services, Housing, Human Resources, Information Technology, Municipal Court, Parks & Recreation, Police, Public Transit, Public Works, Sustainability, and Wastewater.

The City enjoys a high degree of public involvement and collaboration on its boards, com missions, and advisory groups within the City. Citizens are active and engaged in Sedona's civic life.

The City has no property tax and relies on sales tax and lodging tax revenues to support its operations.

# REQUIREMENTS

- Applicants must have a Bachelor's degree from an accredited university or college with major coursework in accounting, finance, business administration or related field
- Minimum four years of increasingly responsible experience in governmental accounting and financial administration and oversight with at least three years of administrative and supervisory responsibility.
- CPA or GFOA Certified Public Finance Officer preferred.



# COMPENSATION & BENEFITS

The salary for the Finance Director range is \$129,417 to \$176,280 annually. Salary placement for the top candidate will depend on education and experience.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental, and vision coverage options for employee and dependents
- 6 different insurance options to choose from
- City provided \$50,000 group term life insurance
- Short-term disability
- Generous vacation accrual rates
- 96 hours of PTO time in addition to vacation
- Paid holidays
- Deferred compensation - Optional IRS 457 plans
- Wellness programs
- 3-day weekends (4/10 schedule)
- ...and much more!

## TO APPLY

To apply directly for the position, contact Abby Bryan, Executive Recruiter, at (602) 704-1969 or [abryan@duffygroup.com](mailto:abryan@duffygroup.com)

**Application Deadline:** This posting will remain open until finalists are identified or the position is filled. Applicants are encouraged to apply early.