



WE ARE HIRING!

The City of Tempe currently has a job vacancy for the following Executive position:

Financial Services Director

[APPLY NOW](#)

[BENEFITS](#)

First review of applications will be on June 27, 2024

Questions:

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480-858-2157

THE COMMUNITY



Tempe is one of Arizona's oldest communities, with roots dating back to the Hohokam. The City still has buildings from the late 1800s in its downtown. While enjoying dynamic growth, the city has maintained its unique personality and style through a careful and masterful blending of the new with the old. Respecting its heritage and energetically planning for the future, Tempe, is a wonderful mix of history and modern urban amenities.

Located in the center of the Greater Phoenix Metropolitan Area, Tempe covers approximately 40 square miles and is home to more than 192,000 residents and a workforce of more than 170,000. Tempe is also home to Arizona State University with a student population over 74,000. Tempe is surrounded by six freeways and is the only Arizona city to have border to border light rail and a streetcar system. The majority of the Greater Phoenix Metropolitan Area can reach Tempe within 20 minutes.

Tempe is home to the nation's largest university – Arizona State University and the Tempe Town Lake – one of the most popular destinations in the state. Tempe is the spring training home to the Los Angeles Angels of Anaheim. Downtown Tempe offers the original walkable urban downtown district, representing a destination for the independently spirited, a hub for entertainment and an attractive market for entrepreneurial business. About 30,000 people work in downtown Tempe for companies such as Silicon Valley Bank, Amazon, Norton LifeLock, JPMorgan Chase and ADP. Major employers in the city include Arizona State University, Wells Fargo, Freedom Financial, and State Farm as well as an eclectic mix of small and locally owned businesses.

Tempe is among Arizona's most educated cities. More than 40 percent of our residents over the age of 25 have bachelor degrees or above. This lends itself to a creative, smart atmosphere where anything seems possible. People and businesses Tempe have worked on projects including the Mars Rover, implanted heart defibrillators, solar energy and much more.

THE CULTURE

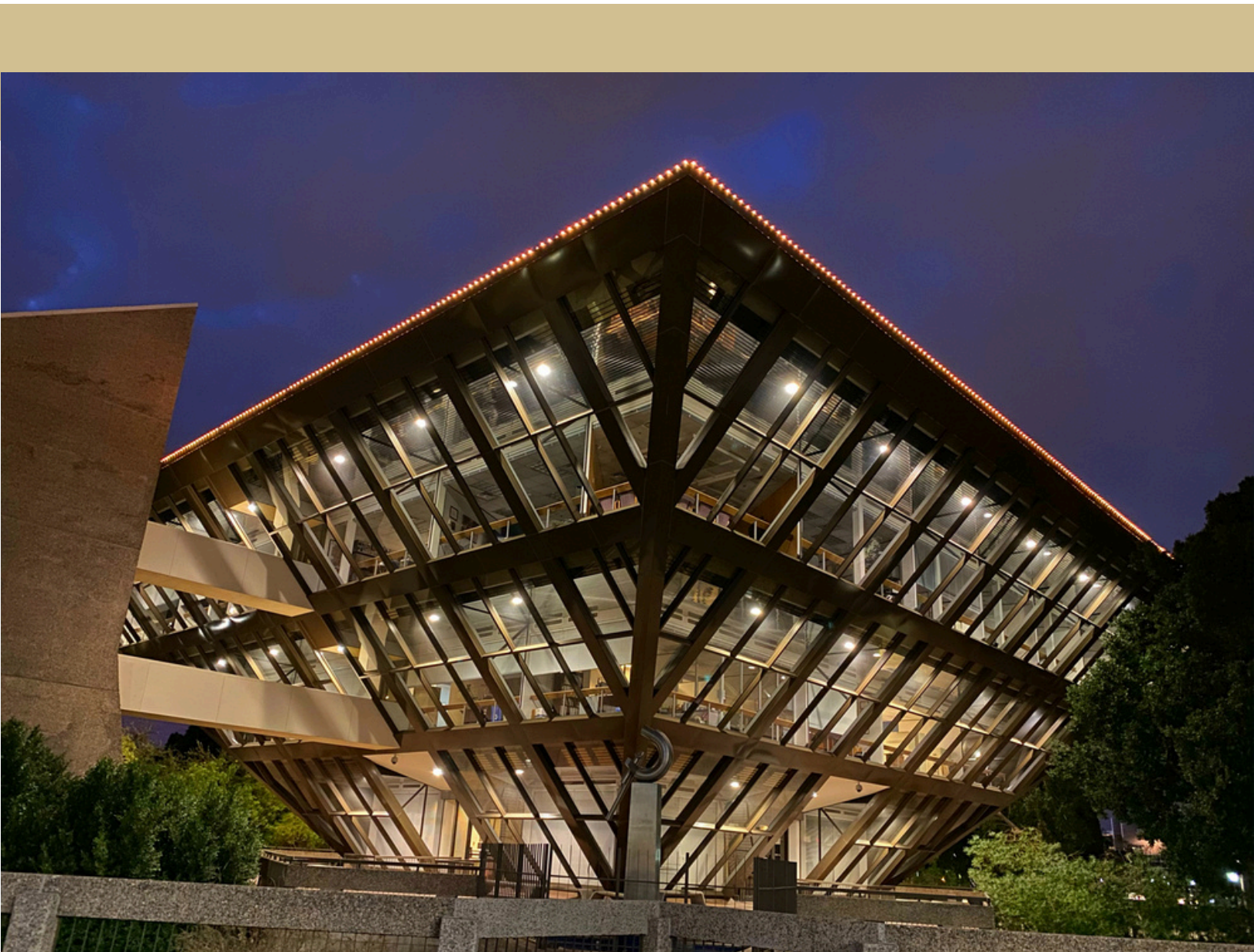
Tempe prides itself for being a technology and business magnet, an inclusive, caring community and a hub for recreation and adventure. Tempe residents enjoy unsurpassed quality of life, including numerous annual events that regularly draws more than 50,000 people. Residents also enjoy numerous recreational opportunities with over 50 parks offering miles of hiking trails and recreation space and over 215 miles of dedicated bike paths. Residents appreciate Tempe's various cultural and art activities, including Broadway shows at ASU Gammage, spring training baseball and acclaimed performances at Tempe Center for the Arts. In addition, Tempe is home to a number of museums, such as The Arizona Heritage Center at Papago Park, Nelson Fine Art Center and Tempe History Museum.



FINANCIAL SERVICES DEPARTMENT

The Financial Services Department provides financial management, facility management, and operational support to the Mayor and City Council, the City Manager, and city departments.

Financial Services is comprised of Accounting, Customer Services, Facilities Management, Procurement, Risk Management, and Tax & License. Operational functions include accounting, long-range financial planning, cash management and investments, facilities management and custodial services, payroll, citywide purchasing, risk management and worker's compensation, sales tax auditing, sales tax analysis and reporting, specialty licensing, utility billing and collection, water meter management, and advanced metering infrastructure monitoring and maintenance.



OVERVIEW OF POSITION AND RESPONSIBILITIES

The Financial Services Director is responsible for planning, organizing and administering the activities and operations of the Financial Services Department. The Director oversees the following areas: accounting, customer services, facility maintenance, procurement, risk management, and tax and licensing.

In addition, this position is responsible for analyzing and monitoring the city's financial condition, planning and coordinating the issuance of bonds and periodic bond elections, assisting in the development of the city's annual operating and five-year capital program, developing and implementing policies and procedures, presenting at public meetings on a variety of policy issues, as well provide complex administrative support to the Deputy City Manager. This position is also responsible for overseeing the capital program and maintenance of city owned facilities, risk management fund, customer services and utility billing, and advanced metering infrastructure.

THE IDEAL CANDIDATE

The Financial Services Director is a strategic and dynamic leader responsible for overseeing all aspects of the city's Financial Services Department. This role involves developing and executing comprehensive and complex financial strategies including budgeting, debt management, investments, and financial reporting. Building and maintaining relationships with internal city departments, city partners, suppliers, and businesses will be essential for this role. The ideal candidate will align with the organization's values and mission, possess a positive attitude, a collaborative spirit, and a commitment to fostering an inclusive and supportive workplace culture.

TO BE CONSIDERED

Interested candidates are asked to submit the following information for consideration:

- Cover Letter
- Complete Resume
- Online Application

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QUALIFYING EXPERIENCE AND EDUCATION

EDUCATION

- Requires a bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, business administration, public administration or a degree related to the core functions of this position. Master's degree is preferred.

EXPERIENCE

- Requires five (5) years of full-time experience in governmental financial planning and administration, including three (3) years of supervisory responsibility in finance, accounting, or directly related to the core functions of this position.

CERTIFICATION

- Certified Public Accountant certification is preferred

COMPENSATION AND BENEFITS

The annual salary range for this position is \$182,201 - \$243,238. The city may offer moving and relocation reimbursement of up to \$15,000 for the selected candidate. The City of Tempe offers a generous and comprehensive [benefits package](#) including:

- Executive Benefit: \$850 a month of additional compensation or a deferred compensation contribution
- Arizona State Retirement System (ASRS) contribution
- Vacation: minimum of 14 paid days per year (increased based upon length of service)
- Exempt Leave: 56 hours annually
- Personal Day: 1 day per year
- Sick Leave: 12 paid days per year
- Holidays: 13 paid per year
- Health, dental, life and vision care coverage plans
- Tuition Reimbursement: up to \$6,000 per year
- Supplemental Family Leave: 30 days of paid medical leave for FMLA qualifying events from day 31 to 60 of absence.

FINANCIAL SERVICES DIRECTOR

*This recruitment is open until the position is filled.
First review of applications will occur on June 27, 2024.*

Annual Salary Range:

\$182,201 to \$243,238

The City of Tempe offers a comprehensive benefits package including:

- Pay Increases occur in July
- 13 Paid Holidays, 1 Personal Day, 8 hours Winter Holiday Leave
- Vacation Accrual; starts at 9.33 hours/month
- Sick Leave Accrual; 8 hours/month
- Medical, Dental and Vision Benefits
- Wellness Program Discount on health premiums
- Medical Reimbursement Program; \$53/month
- Tuition Reimbursement; \$6,000/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.29% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution
- Position is eligible for 56 hours of additional paid leave

To view the employee benefit summary, please visit:

[Employee Benefit Summary](#)

Department:

Financial Services Department

Job Type:

Full-Time Regular

Schedule:

Monday – Friday, 8:00 a.m. – 5:00 p.m.

Job Number:

RC#902105

DESCRIPTION

The Financial Services Director is responsible for managing and directing the activities of the Financial Services Department including accounting, customer services, facility maintenance, risk management, procurement, and tax and licensing.

Duties include, but are not limited to the following:

1. Direct, oversee and participate in the development of each of the section work plans; assign work activities, projects and programs; monitor workflow; implement policies and procedures; and review and evaluate work products, methods and procedures.
2. Analyze and monitor the city's financial condition and make recommendations for improvement to the Deputy City Manager.
3. Coordinate and prepare information to be submitted to bond rating agencies and bond consultants; determine sizing of bond issuances; prepare necessary information for periodic bond elections; and ensure compliance with bond disclosure requirements.
4. Assist the Deputy City Manager and Municipal Budget Director with developing and monitoring the city's annual operating and capital improvement budget, and long-range financial forecasts and debt management programs.
5. Participate on a variety of boards and commissions; attend and participate in professional groups and committees as a city representative; prepare public presentations on financial services to groups as requested; attend City Council meetings; and meet with city management staff on a variety of policy issues.
6. Respond to and resolve difficult and sensitive citizen inquiries and complaints related to city financial services.

MINIMUM QUALIFICATIONS

Work Experience:

Requires five (5) years of full-time experience in governmental financial planning and administration, including three (3) years of supervisory responsibility in finance, accounting, or directly related to the core functions of this position.

Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.

Education:

Requires bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, business administration, public administration or a degree related to the core functions of this position. A Master's degree is preferred.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).

Certifications, Licenses, and/or Registrations:

- Possession of a Certified Public Accountant certification is preferred.

ADDITIONAL REQUIREMENTS

Applicants considered for this job classification must pass the following:

- Criminal history background investigation

ESSENTIAL FUNCTIONS

For a complete list of City of Tempe job descriptions go to:

[Job Descriptions | City of Tempe, AZ](#)

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Employees in this position are part of the Senior Management Team (SMT)

EQUAL EMPLOYMENT OPPORTUNITY: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*