



# Graham County Human Resources

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## OPEN COMPETITIVE ANNOUNCEMENT

**OPENING DATE: SEPTEMBER 18, 2024**

**CLOSING DATE: OPEN CONTINUOUS UNTIL FILLED**

**Title of position:** Chief Deputy Financial Officer

**Position type:** Full-time

**Annual Salary:** \$70,821-\$85,338 \***Dependent on experience\***

**Location:** Graham County

*Excellent benefit package including holidays, vacation time, sick time, and retirement.*

### **Description of responsibilities:**

- Assists with Payroll processing and Accounts Payable processing, in the absence of the Payroll Specialist or Accounts Payable Technician.
- Reviews Payroll and Accounts Payable.
- Provides the Procurement function for the County, including development and enforcement of Procurement policies, competitive bidding, and contract administration, as well as providing education to County Department Heads and support personnel.
- Assists Chief Financial Officer in maintaining the County's accounting system, including accounts receivable, accounts payable, payroll, fixed assets, inventory, purchasing, investments and cash management.
- Assists Chief Financial Officer with reporting, budgeting, auditing functions, as needed.
- Supervises Board Office Staff performing Accounts Payable and Payroll in the absence of the Chief Financial Officer.
- Performs other duties as required.

**Minimum Qualifications:** Bachelor's degree in Accounting, Finance, or a related field. Experience in public and/or private sector financial management is preferred, but not required.

**How to apply:** For more information or applications contact our web site at [www.graham.az.gov/Jobs.aspx](http://www.graham.az.gov/Jobs.aspx) or the Human Resources Department, Graham County General Services Building, 921 Thatcher Blvd., Safford, AZ 85546. Completed applications can be submitted online or delivered to the Human Resources Department. To receive the most up to date information for our open positions please like our Graham County Facebook page or sign up to receive notifications from our website at [www.graham.az.gov](http://www.graham.az.gov).

**Graham County is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.**