

Job Posting Title: Finance Manager

Hiring Range: \$97,000 - \$120,500 annually

Full Pay Range: \$97,000 - \$144,000 annually

Salary offers are based on the candidate's equivalent experience and internal equity with other employees within the same job classification. This position is not eligible for overtime compensation.

Job Description

The Finance Manager oversees general accounting, reporting, and management for the Benefits and Wellness Division and the Self-Funded Benefits Trust Fund. Their primary objective is to ensure that benefit-eligible employees and their covered dependents have access to quality, affordable benefits in the most cost-effective manner.

The Finance Manager is responsible for managing an annual budget exceeding \$200M and ensuring the accuracy and integrity of the Trust Fund's financial statements. In addition, you will be responsible for creating accurate financial statements. Their supervisory duties include providing leadership to staff, hiring and evaluating staff performance, coaching and disciplining employees, and supporting professional development.

About Us

The Human Resources Department is a diverse group of agile and dedicated professionals who provide exceptional customer service by exemplifying the motto, "Your Partner for Success." By strategically partnering with County Management, departments, and applicants, we seek creative, outside-the-box solutions to the ever-evolving modern-day challenges governments face in providing quality services to their citizens.

With more than 13,000 employees in more than 50 departments, we question the status quo, we challenge old assumptions, WE make government better. Join us for your next career adventure and explore innovation with Maricopa County Human Resources!

Proud to Offer

- Work with a greater purpose
- Tuition reimbursement
- Exceptional work-life balance
- Opportunities for growth and development within Maricopa County
- Low-cost, high-value healthcare for you and your qualifying dependents
- Child care benefits including access to our upcoming on-site center [Maricopa County Kids Club](#), dedicated to serving Maricopa County families exclusively
- Paid vacation, sick time, and parental leave
- Extensive wellness program, including healthcare premium discounts
- Employee discounts for goods and services
- Maricopa County participates in the Arizona State Retirement System. This defined retirement benefit requires a 12.27% monthly contribution rate and includes a 100% employer match on Day 1
- Learn more at [Work With Us | Maricopa County, AZ](#)

We Require

- Five years of managerial experience in the field of accounting, **including** two years of experience directly supervising other accounting professionals
- Bachelor's degree in accounting or a closely related field

We Also Value

- Licensed as a Certified Public Accountant in the State of Arizona (CPA)
- Five years of experience in insurance accounting, public accounting, and/or self-funded benefits trust accounting
- Master's degree in accounting or closely related field
- Experience with payroll and financial accounting systems (i.e., general ledger)

Job Contributions

- Establishes and maintains good internal control processes, procedures, and monitoring programs to comply with Generally Accepted Accounting Principles (GAAP)
- Monitors enrollment, accrual levels, expenses, and claims utilization to ensure funding adequacy and to identify emerging trends
- Creates annual, audited financial statement and monthly and quarterly management reports then present them to leadership and the Board of Trustees
- Collaborates with an external actuary to develop and monitor reserves and rates, and with Budget, Finance, and Treasury departments to ensure alignment of all records and systems
- Oversees internal and external financial audits, reviews claim lag and reconciles with unpaid claims; identifies and monitors liabilities
- Performs month-end and year-end closing activities
- Establishes and daily monitors bank accounts and funds them when necessary
- Hires, manages, coaches, develops, and rewards assigned staff
- Reviews and approves all general ledger transactions and provides assistance to staff in preparing more complex transactions
- Manages the collection and reconciliation of benefit premiums through payroll deduction
- Oversees bill payments and provides required approvals of financial accounting activities in the financial accounting system
- Researches and analyzes the impact of related legislation, industry trends, potential contracts, contract amendments, and other external cost drivers; performs in-depth financial analysis and cost benefits studies
- Develops and maintains budgets and forecasting models
- Implements continuous quality improvement processes

Working Conditions

- Advanced skill and experience with MS Excel

Applicants must apply via the County's Job Board. This ad is located here: https://maricopa.wd1.myworkdayjobs.com/en-US/MC_External/details/Financial-Accounting-Manager_JR16333?q=finance