



ASSISTANT DIRECTOR OF FINANCE & ACCOUNTING

Open Until Filled

Salary: \$71,339-\$89,173

JOB SUMMARY:

This position provides budget and finance management, assistance and support to the organization. The Assistant Director of Finance & Accounting works with the Sun Tran CFO and City of Tucson financial staff in the development of operating and capital budgets.

QUALIFICATIONS: Requires a Bachelor's degree, or equivalent and a minimum experience of five years up to and including seven years.

MAJOR FUNCTIONS:

- Oversees day-to-day accounting activities and business operations in accordance with financial policies and procedures.
- Manages month end and year end closing processes and ensure adjusting entries have been done in alignment with City of Tucson.
- Provides monthly projections and provide support for the annual budget.
- Develops and administers budgets by creating, preparing, and evaluating budget requests, analyzing operational and financial trends; projecting revenues and expenditures.
- Coordinates budget changes with departments; conducting research on funding service levels; recommending funding and expenditure strategies; and submitting completed budgets to management.
- Manages budgets by monitoring and evaluating expenditures and revenues; preparing financial and budgetary reports for review; compiling and analyzing both financial and operational data; develops organizational cost containment strategies.
- Provides budgetary funding, revenue and expenditure strategies by communicating with CFO and staff to coordinate budget development and oversight. Providing analysis as necessary making recommendations; implementing policies or decisions; and maintaining financial and operational data for historical purposes.
- Completes various accounting functions by analyzing and reconciling various general ledger accounts; providing assistance with month and year end closings; assisting in the tracking and reconciliation of fixed assets; preparing and submitting various reports; providing information as requested; attending special meetings; and completing special projects as assigned.

Benefits: Benefits include health care coverage for employees and dependents, vacation, sick leave, paid holidays and a 401k retirement plan.

To Apply: Cover letter and resume can be e-mailed to suntranhr@tucsonaz.gov.

If selected for any of the positions, the company requires a background investigation and a pre-employment drug screen. We are an Equal Opportunity/Reasonable Accommodation Employer.