

CITY OF NOGALES FINANCE DEPARTMENT



The City of Nogales is currently recruiting for the following position:

FINANCE DIRECTOR

Responsibilities: Receives supervision and direction from the City Manager or designee. Provides leadership, direction, and guidance to ensure the City's finance operations are carried out in accordance with governmental financial standards and guidelines, in a timely manner and with exemplary customer service. Provides leadership as the City's lead official in overseeing the development, preparation, analysis, and presentation of the annual budget and annual financial report under the direction of the City Manager's Office. Evaluates the City's needs, analyzes financial data, and determines financial resource requirements and goals. Reports financial results to the City Manager for decision-making in a timely and efficient manner. Monitors and provides analysis on budget and financial variables, revenue cycle, and financial planning activities. Assures the integrity of the financial work products, processes, and procedures to safeguard the City's assets. Monitors accounting documents for accuracy, completeness, and compliance with Federal, State, and City policies and practices and governmental financial standards and guidelines. Establishes priorities, coordinates operations within the City, and assures program objectives and standards are defined, attained, and congruent with the overall goals of the City. Analyzes financial reports and recommends appropriate actions and plan modifications. Monitors work, develops staff skills, and evaluates performance. Assures effective communications with the City's executive and management personnel. Interprets and explains Federal, State, and County fiscal rules and regulations. Evaluates and analyzes policies and procedures, and recommends solutions. Attends City Council meetings, study sessions, and other public meetings as needed to present financial and budgetary information and respond to questions. Supports the relationship between the City of Nogales and the general public. Maintains confidentiality of work-related issues and City information. Performs other related duties and required or assigned.

Education, Certifications, and Requirements: Bachelor's Degree in Finance, Accounting, Business or Public Administration or closely related field **AND** five (5) years of finance administrative experience, including three (3) years of supervisory or management experience. Valid Arizona Driver's License.

Preferred Qualifications: Certified Public Accountant or Master's degree in Finance, Accounting, Business, or Public Administration or closely related field. Governmental finance administrative experience. Spanish language fluency.

Salary/Classification: Full-time, At-Will, FLSA Exempt position; Starting Salary \$94,987.85 annual plus benefits outlined in the Personnel Manual.

Close Date: Interested and qualified candidates are invited to apply by submitting a ***completed City of Nogales Employment Application and resume*** to the Human Resources Department. This position is **Open Until Filled**. (City employees may submit a letter of interest and resume)

Contact Information:

City of Nogales
Attn: Danielle Zuniga, HR Specialist
777 N. Grand Avenue
Nogales, AZ 85621

Website: www.nogalesaz.gov
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Phone: (520) 287-6571

The City of Nogales is an Equal Employment Opportunity Employer and a Drug Free Workplace

Posted Externally: 08/18/2025