

FINANCE MANAGER RECRUITMENT – GUADALUPE, AZ

Department: Finance
Pay Range: \$93,600 - \$114,000 (DOE)
FLSA Status: Exempt, Benefit Eligible
Reports To: Town Manager
Opening Date: March 27, 2026
Closing Date: Open until filled
First Review: April 15, 2026



WE ARE SEEKING

The Town of Guadalupe is seeking a Finance Manager – someone who is passionate about serving the community, who recognizes, respects, and embraces Guadalupe’s unique history and culture, and who understands small town dynamics. This hands-on opportunity is ideal for a professional who thrives in a municipal finance environment, is detail-oriented, and is capable of improving processes, and maintaining compliance with financial and regulatory requirements.

This position is an advanced administrative level within the Finance Department. This position demonstrates broad knowledge of governmental accounting including payroll, accounts payable/receivable, and financial reporting practices, including compliance with Town, state, and federal requirements. The position ensures that financial operations are accurate, auditable, and aligned with the Town’s strategic and operational objectives.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Finance Manager performs advanced financial and administrative activities within the Town’s Finance Department. The Finance Manager prepares the annual budget in conjunction with the Town Manager and provides transactional and fiscal operations support, including payroll, accounts payable and receivable, reconciliations, reporting, and related financial tasks. The position reports to and works closely with the Town Manager, internal departments, and external vendors, ensuring accuracy, compliance with financial standards, and adherence to applicable requirements.

ESSENTIAL FUNCTIONS

- Interprets and applies accounting theory, laws, regulations, policies and procedures.
- Understands subsystems making up the general ledger to ensure accuracy of the general ledger.
- Assists independent auditors in the preparation of annual financial statements.
- Prepares annual town budget with Town Manager and internal departments.
- Prepares monthly and annual financial statements.
- Oversees biweekly payroll process, which includes reviewing timesheets, maintaining and updating employee deductions as needed, generating direct deposit, printing checks, and completing related reporting/reconciliations.
- Oversees calculation and remittance of applicable payroll withholding liabilities for all Town employees by federal and state mandated deadlines, including quarterly and annual federal and state payroll reporting returns, FICA, Medicare, Arizona State retirement, insurance, garnishments, child support and other related charges.
- Reconciles quarterly federal and state withholding reports, as well as preparing and distributing annual W-2s to all Town employees by federally mandated deadlines.
- Prepares, processes, and distributes annual 1099s by federally mandated deadlines.
- Oversees and approves issuance of purchase orders, reconciliation of vendor statements, and maintenance of all vendor records and W-9 information.
- Oversees and supports reconciliation of monthly purchase card transactions with associated receipts.
- Reviews and approves daily cash receipts and bank deposits for the Town.
- Prepares cash receipt entries for direct credits in the Town's bank account and Local Government Investment Pool.
- Prepares other finance-related information, schedules, and spreadsheets.
- Prepares miscellaneous accounts receivable billings, performing bank reconciliations, and making journal entries.
- Prepares year-end accounting entries, schedules, statements, and reconciliations-for financial statements and annual audit.
- Responsible for the Town's Transaction Privilege Tax (TPT) and use tax compliance.
- Maintains complete confidentiality, within guidelines, of all payroll records and reports.

QUALIFICATIONS

Education & Experience

- Bachelor's degree in accounting, finance, economics, or related field.
- At least three (3) years of experience in accounting, preferably in a municipal setting.
- Any equivalent combination of education and experience will be considered for this position.

Licenses / Certifications

Valid Arizona driver's license

Knowledge, Skills & Abilities

The ideal candidate for this position is passionate about serving the public and has a working knowledge of current policies and practices of public finance administration. Specifics include:

- Strong analytical and interpersonal skills.
- Positive, proactive attitude with a demonstrated track record of achievement.
- Experience and knowledge of accounting software and MS Office applications.
- Ability to be detail oriented with high regard for accuracy.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to organize work, set priorities, meet critical deadlines, and follow up on work assignments with minimal supervision.
- Knowledge of customer service techniques and methods.
- Knowledge of Fair Labor Standards Act regulations.
- Knowledge of or ability to understand the impact of contracts and agreements on annual budget and expenditures.
- Strong knowledge of financial systems and spreadsheet software, particularly MS Excel.
- Knowledge of payroll preparation and reporting guidelines and procedures.
- Knowledge of, or ability to learn, Town and Department policies and procedures.
- Skill in complex mathematical calculations involving timesheets and payroll deductions.
- Ability to follow verbal and written instructions.
- Ability to embrace teamwork and a small staff, remain flexible and listen.
- Ability to direct, organize, plan and communicate effectively.
- Skill in critical thinking to manage priorities, assess conditions, identify challenges, seek resources and empower staff.

SUPERVISION - RESPONSIBILITY FOR THE WORK OF OTHERS

Supervises Finance staff.

COMPENSATION

Salary Range: \$93,600 - \$114,000 annually

BENEFITS

Guadalupe offers a comprehensive benefit package that includes:

- Medical, dental, and vision insurance ([Employee Benefits Brochure](#))
- Arizona State Retirement System (12% withholding by employee and matching contribution by the Town of Guadalupe)
- Tuition reimbursement (up to \$5,000 per year for job-related classes)
- 17 paid holidays
- Personal Time Off – during a fiscal year, management and full-time classified employees shall accrue the maximum number of hours of PTO leave based on length of employment as follows:

• 1 to 4 years	6.31/pay period	164 hours
• 5 years	6.62/pay period	172 hours
• 6 years	6.92/pay period	180 hours
• 7 years	7.23/pay period	188 hours
• 8 years	7.54/pay period	196 hours
• 9 years	7.85/pay period	204 hours
• 10 years	8.15/pay period	212 hours
• 11-15 years	9.96/pay period	252 hours
• 16-20 years	11.23/pay period	292 hours

The Town of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type 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.

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ABOUT GUADALUPE

Community & Culture

The Town of Guadalupe, Arizona, is a community of approximately 5,300 residents who are of primarily Hispanic and Native American descent. Less than one-square-mile, Guadalupe is located between the cities of Phoenix and Tempe, at the base of South Mountain.

The Town proudly maintains a strong cultural and ethnic identity, named after the Virgin of Guadalupe, the patron saint of Mexico.

Incorporated in 1975, Guadalupe was founded by the Yaqui Indians around the turn of the century



Government & Administration

Council-Manager form of government

Annual Budget: \$13,678,363 (FY 2025-26)

Employees: approximately 20 full-time and 8 part-time employees

Departments: Administration, Town Clerk, Finance, Public Works, Community Development, Community Action Program, Senior Center



Contracted Services: Town Engineer, Code Enforcement, Building Safety, Solid Waste, Water (City of Tempe), Public Safety (Maricopa County Sheriff's Office), Fire & Medical (Arizona Fire & Medical Authority), Municipal Court (City of Tempe), and Legal Services

JOIN US – HOW TO APPLY

Join our Guadalupe Team and make an impact! If you're looking for an opportunity to make a visible contribution to the community and get excited about doing interesting work that matters, please send cover letter, resume, and completed [employment application](#) to: employment@guadalupez.org