



Golder Ranch Fire District JOB ANNOUNCEMENT



Finance Manager

(Pay Grade 50)

Starting Salary \$63,696/annual + Excellent Benefits Package

Primary Function: Manages and reviews the District financial records. Coordinates the preparation of year-end financial statements, monitors and reports on the District's financial condition and administers the District's debt issuances. Analyzes financial statements; keeps abreast of legislative activities that will impact the District; prepares reports and makes recommendations to both staff and the Governing Board and provides guidance on financial software implementation. Responsible for technical and functional management over project groups, outside consultants, financial advisors and assigned staff.

Principle Duties and Responsibilities: *(Complete job description available through Human Resources)*

- This position requires the exercise of discretion and independent judgment in carrying out major assignments related to supporting the District's budget management and expenditure reporting and managing the District's financial records which includes the budget process, annual audits, and financial reports.
- Manages financial operations for the Fire District and supervises Finance Department staff.
- Works with the Fire Chief on budget preparation and analyzes and forecasts multi-year budget projections, revenues and expenditures.
- Monitors and records the expenditure and collection of public funds by establishing the accounting systems and developing policies and procedures in accordance with GAAP and GASB standards in compliance with the Administrative Policy Manual.
- Oversees and maintains listing and amortization of, and funding for, capital reserves replacement program and fixed assets.
- Develops financial and purchasing policies and procedures to ensure compliance.
- Oversees accounts payable, accounts receivable and payroll processing.
- Coordinates fiscal year budget preparation and implementation.

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university in Finance, Accounting, Statistics, or other related field.
- Five (5) years full-time work experience in a public sector agency budgetary, finance or accounting department.
- Experience managing a 20 million dollar or greater budget.
- Two (2) years supervisory experience over finance department personnel.
- Must possess and maintain an Arizona Drivers License with good driving record.

Preferred Qualifications:

- Certified Public Accountant (CPA).
- Government Finance Officer (GFO) Certification.
- Master's degree from an accredited college or university in Finance, Accounting, Statistics, or other related field.

Selection procedure may consist of: Application screening, assessment testing, oral board and Fire Chief's interview. Successful candidate will be subject to pre-employment drug screen, as well as motor vehicle, criminal background, and employment reference checks.

Benefits for this position include: Medical, Dental & Life Insurances. Paid Sick Leave (156 hrs/ann), Paid Vacation Leave (104 hrs/ann), 11 Paid Holidays, Employee Assistance Program, Arizona State Retirement System (ASRS), as well as the opportunity to participate in self-funded Supplemental Insurance and 457 Programs.

How to Apply: Open until filled – first screening of applications August 9, 2010. Complete and submit a GRFD employment application, letter of interest and résumé (indicating your work history and qualifications by month and year), and photocopies of degrees and/or relevant certifications to **Golder Ranch Fire District Attn: Human Resources 3885 E. Golder Ranch Drive Tucson, Arizona 85739**. Ph: (520) 825-9001 Fax: (520) 825-5982.

*Employment Application and complete job description are available online at www.golderranchfire.org.
Golder Ranch Fire District is an Equal Opportunity Employer*