

**City of Phoenix, AZ
Finance Department
Financial Reporting Manager (Fiscal Manager)**

51312 Job ID

Professional & Supervisory Location

Full-Time Full/Part Time

Regular Regular/Temporary

Apply Here: <https://www.phoenix.gov/hr/current-jobs>

ABOUT THIS POSITION

The City of Phoenix's Finance Department is seeking an experienced, innovative, and customer service-oriented Financial Reporting Manager (Fiscal Manager) to work in the Financial Accounting & Reporting Division (FAR). This position will oversee professional employees and lead the preparation of the City's Annual Comprehensive Financial Report (ACFR).

Other major duties may include:

- Financial reporting for several smaller entities that are audited on an annual basis.
- Applying best practices to the City's cash and investment reconciliations.
- Fiduciary fund accounting.
- Federal grant monitoring and reporting, and capital asset tracking.

The Financial Reporting Manager (Fiscal Manager) will be responsible for directing a wide range of activities including preparation of audited financial reports, acting as point of contact for both internal and external auditors, interpreting and implementing accounting guidance as promulgated by the Governmental Accounting Standards Board, and providing accounting guidance to City Departments. This position will report to the FAR Division's Deputy Director and will be responsible for supervising a team of approximately 6-8 staff.

IDEAL CANDIDATE

- Knowledge of accounting standards that impact financial reporting, preparing financial statements, working with auditors, and managing a team of professional accountants.

SALARY

Pay Range: \$107,806.40 - \$144,476.80 annually.

Hiring Range: \$107,806.40 - \$124,800.00 annually.

Pay Range Explanation:

- Pay range is the entire compensation range for the position classification.
- Hiring range is an estimate of where you can receive an offer. The actual salary offer will carefully consider a wide range of factors, including your skills, qualifications, experience, education, licenses, and or training.

BENEFITS

A comprehensive benefits package is offered which includes:

- Traditional pension with employer and employee contributions, click here for more details: [Pension Information](#)
- 401(a) and 457 plans with employer contributions
- Choice of generous medical HMO, PPO, or HSA/HDHP plans
- Medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan

- Wellness incentive of up to \$720 annually
- Dental, vision, and life insurance options
- Employer paid long-term disability
- Free Bus/light rail pass
- Tuition reimbursement program up to \$6,500 per year
- Paid time off includes 13.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days
- Paid Parental Leave for eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption, or foster care placement of a child during a 12-month period
- Federal Student Loan Forgiveness offered through [Savi](#)

For more details, visit: [Unit 007 Benefits](#)

MINIMUM QUALIFICATIONS

- Four years of professional experience in budget, finance, public administration or accounting, including either one year of supervising professional staff or responsibility for an agency-wide governmental capital improvement program.
- Bachelor's degree in finance, accounting, statistics, business, or a related field.
- Other combinations of experience and education that meet the minimum requirements may be substituted
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).

PREFERRED QUALIFICATIONS

The minimum qualifications listed above, plus:

- Experience with accounting principles and best practices for financial reporting.
- Experience in management accounting, preparing financial statements, and governmental accounting.
- Experience directly working with external and/or internal auditors.
- Previous experience supervising accounting professionals.
- SAP or large ERP system experience.
- Four or more years of financial statement and/or reporting experience.
- Certified Public Accountant (CPA) or other accounting-related certification.

RECRUITMENT DATES

Recruitment closes August 28, 2023. All materials must be received by 11:59 p.m. on this date.

This is a position-based recruitment and will not result in any ongoing eligibility list. This recruitment and any selection processes resulting from this recruitment may be used to fill other related vacancies within the organization now or in the near future.

HOW TO APPLY

Apply online by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

WE ARE HERE TO HELP

- Job interviews may be held by video or audio conference.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

REFERENCE

Fiscal Manager, JC:05500, ID# 51312, 08/14/23, USM, DB, Benefits:007.

Building the Phoenix of tomorrow.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.