



City of Buckeye
DEPUTY FINANCE DIRECTOR

SALARY	\$57.38 - \$91.79 Hourly \$4,590.40 - \$7,343.20 Biweekly \$119,350.40 - \$190,923.20 Annually	LOCATION	City Hall: 530 E. Monroe Avenue Buckeye, AZ
JOB TYPE	Full-Time, Regular	JOB NUMBER	1677
DEPARTMENT	Finance	OPENING DATE	05/13/2025
CLOSING DATE	6/10/2025 11:59 PM Mountain		

Position Scope



Our Vision: We aspire to be the community of limitless possibilities.

Our Mission is to provide exceptional services for a safe, thriving community, while honoring our history and innovating for the future.

Embrace the New - Do Right - Lend a Hand - Find a Way - Enjoy our Work - Celebrate Uniqueness

Our Benefits

The City of Buckeye provides an extensive benefits package designed to support the well-being of our employees. This includes health, dental, vision, life, pet insurance, as well as wellness incentives. Coverage begins the first day of the month following the start of your employment.

Vacation & Sick Leave

At the City of Buckeye, we understand the vital role that vacation time plays in supporting the mental, physical, and emotional well-being of our employees. Vacation and sick leave accruals begin on the first day of employment and may be used upon accrual. Additionally, **employees receive credit towards vacation leave accruals for years of service with other public sector retirement systems nationwide (not including Federal service).**

Holidays

The City of Buckeye observes eleven holidays per year: New Years Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

This position participates in the Arizona State Retirement System (ASRS). Contribution is mandatory, and the current contribution rate is 12.27%, per fiscal year.

Primary Duties and Responsibilities



GENERAL PURPOSE: Performs professional level work managing, directing and supervising the activities and performance of major functional areas and cross functional operations of the Finance Department including, LEAN initiatives, performance management, data retrieval and analysis, financial information systems, financial reporting, procurement, utility billing, budgeting and forecasting and debt management. Exercises considerable independence in working with elected officials, city executives and managers of other City departments and agencies on items relating to City activities. Work involves leading assigned major program and functional areas of the department, liaison activities, and coordination of special projects across the city, various divisions, regional and private sector activities.

Primary Duties & Responsibilities

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Direct assigned departmental divisions by providing innovative, visionary, and strategic oversight of assigned areas. Develops, implements, monitors, and improves upon policies, procedures, and processes. Performs work assignments that are broad in scope and require the use of independent judgment and initiative in making leadership, technical and managerial decisions of considerable difficulty.
- Works with the Chief Financial Officer (CFO) to plan, coordinate, develop and implement department wide and citywide policies, procedures and programs. Oversee the City's financial records, preparation of reports, cost studies, financial plans, forecasts and maintaining interface with intra and inter-departmental systems.
- Provides effective communicative leadership throughout all levels of the organization and acts on the CFO's behalf by assignment or delegation in the CFO's absence. Establishes and maintains proactive and appropriate work environment, tone, and continuous improvement culture for all aspects of the organization. Seeks to instill and maintain a supportive, collaborative and employee valued workforce.
- Responsible for the planning, development, implementation, operation and coordination of the City's various ERP and financial systems including integrations with financial, human resources and permitting modules; data interfaces from various city information systems; applications and communications within the Finance Department.
- Committed to a program of continuous improvement within the department. Maintains an ongoing review of programs, services, activities and functions across all divisions to improve overall operations, communications, understanding, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless service. Establish and maintain an ongoing system for tracking, reporting and celebrating improvement efforts.
- Interacts with other City departments and represents the City when dealing with federal, state, county and local agencies and media regarding Department operations, programs and issues. Serves on and leads various interdepartmental and multi-jurisdictional associations, project groups, special projects and task forces. Exemplifies

diplomacy and ability to quickly work through issues when faced with controversial, difficult, or complex situations. This position entails a high level of Interaction with City Council, Council appointed committees, residents, employee groups and executive management.

Minimum Qualifications & Position Requirements

Education and Experience:

Work requires both broad and specialized knowledge in a professional or technical field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent. Minimum seven years of experience in a related field

Preferred: CPA or Master's Degree

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Organizational policies and procedures – Development, Training and Implementation
- Finance Best Practices
- Debt Management
- LEAN Principles and Practices

Skill in:

- Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization wide.
- Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
- Managing and monitoring work performance of assigned divisions including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Ability to:

- Communicate effectively both verbally and in writing to all levels of the organization
- Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies.
- Evaluate customer satisfaction, develop cooperative associations, and independently allocate resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.
- Establish and maintain positive, effective working relationships with those contacted in the performance of work

12-Month Goals:

- Evaluate utility billing and collection processes.
- Perform utility billing system assessments.
- Oversee financial reporting process.
- Oversee General Obligation Bond process.
- Manage CFD debt and annual budgets
- Assist Chief Financial Officer with long-range strategic planning for the Finance Department.

Additional Information

Special Requirements: N/A

Physical Demands / Work Environment: Work is performed in a standard office environment.

Reports To: Chief Financial Officer

Supervision Exercised: Work requires managing and monitoring work performance of assigned divisions including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

FLSA Status: Exempt

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

Employer

City of Buckeye

Address

530 E. Monroe Avenue

Buckeye, Arizona, 85326

Phone

623-349-6250

Website

<http://www.buckeyeaz.gov>

DEPUTY FINANCE DIRECTOR Supplemental Questionnaire

***QUESTION 1**

Do you have a Bachelors degree?

Yes

No

***QUESTION 2**

Do you have a minimum of seven years of experience in a related field?

Yes

No

***QUESTION 3**

Do you have a CPA or Masters Degree?

Yes

No

* Required Question