

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

FINANCE DIRECTOR
Finance Department

Hiring Range: \$173,511.48 to \$193,532.03/year

FLSA Status: Exempt

Pay Grade: Open Range

Full Pay Range: \$173,511.48 to \$213,552.59/year

Deadline to Apply: 8/15/2025

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES:

Major Benefits for Full-Time Regular Employees:

- A diverse range of complimentary mental health and wellness services is available, including an Employee Assistance Program, a free subscription to Calm, and health coaching.
- Paid time off up to 20 days in first year of employment
- 10 paid holidays and 1 floating holiday per year
- Free employee only coverage for medical, dental, vision, short-term disability, and life insurance
- Free family coverage for select medical and dental plans
- Pension and long-term disability through Arizona State Retirement System
- Supplemental benefits such as deferred compensation plans and additional life insurance

Position Summary:

Leads, directs, and performs highly complex professional management, administrative, and programming duties associated with City finances; oversees the management, administration, and supervision of the City's accounting system, budget preparation, revenue management, tax collections, utility billing, and payroll; and represents financial matters to the public, City Council, City Manager, and department heads. This position is responsible for municipal budgeting, accounting, finance, and for performing complex and diverse activities involving organizational level initiatives, systems, and performance. It also serves as the City Treasurer and represents financial matters to the public, City Council, City Manager, and department heads.

Essential Duties:

- Plans, directs, and coordinates the activities and operations of the Department and provides support to supervisors and City departments.
- Provides financial leadership; coordinates with other departments; directs the preparation and administration of the annual capital and operating budgets; directs long range planning; monitors financial conditions; and directs debt management.
- Compiles the City's Comprehensive Annual Financial Report (CAFR).
- Provides financial leadership by assessing economic conditions; forecasting future citywide revenues and expenditures; reviewing departmental budgets, requests, and

recommendations; overseeing the management of utility rates, user fees, and impact fees; advising management on special project and program financing; and establishing policies, controls, and guidelines to manage financial operations.

- Plans, organizes, and directs the centralized budget process which includes the City's annual operating budget, the capital improvement plan, and the multi-year revenue and expenditure projections.
- Supports supervisor by reviewing and providing recommendations on financial, political, and policy analysis reports.
- Attends staff and community meetings.
- Researches, compiles, and presents technical financial, accounting, and budget advice to various City departments and at City Council meetings.
- Serves as the City's Investment Officer; directs debt management by establishing investment policies, directs banking activities, manages bond elections and capital authorization processes, and directs debt issuance activities.
- Advises on accounting and budget problems, policies, and procedures.
- Facilitates the maintenance of proper fiscal controls in order to preserve the City's fiscal integrity.
- Performs other duties as assigned.

Qualifications:

Education and/or Experience:

Bachelor's degree (advanced degree preferred) in Accounting, Financial Administration, or related field; at least five (5) years of increasingly responsible experience in public finance and accounting including three (3) years of professional managerial experience; or any combination of training, certifications, or qualifying experience that provides the ability to successfully fulfill the essential knowledge, skills, and abilities to perform the essential functions of the position.

Licensing, Certification, and Other Requirements:

Hold a Certified Public Accountant (CPA) license.

Employee Core Beliefs

City of Prescott employees should seek to uphold the City's core beliefs throughout their day-to-day business and with every customer they come in contact with, both internal and external.

Our core beliefs are: *Act with Integrity, Work as a Team, Have Personal Commitment and Loyalty, Solve Problems, Take Pride In Excellent Results, High Level of Productivity and Being Nice.*

Knowledge, Skill and Abilities:

- Knowledge of the generally accepted accounting principles, municipal budgeting theory, treasury management, revenues, and licenses administration.
- Knowledge of benchmarking and performance standards in both financial and budgetary applications.

- Knowledge of government system of accounts, funds, bonds, and revenue sources and of state/federal laws pertaining to municipal budgeting.
- Knowledge of the principles of investment and cash management.
- Knowledge of financial computer systems, personal computers, and software we well as their application to finance and budget functions.
- Knowledge of benchmarking and performance standards in both financial and budgetary applications.
- Skill in writing comprehensive technical reports detailing the results.
- Skill in leading an organization of customer service professionals meeting the diverse needs of citizens.
- Ability to apply municipal accounting principles and theory to the municipal finance and budget preparation process.
- Ability to analyze programs and accounting/budgeting details to identify and apply significant data in preparing financial projections, estimates, and reports.
- Ability to conduct budget and financial research.
- Ability to provide quality services in a cost-effective manner and to recommend improved methods of performing the work.
- Ability to interact with City officials, co-workers, operating agency staff, and the general public to establish and maintain effective working relationships.
- Ability to communicate and present facts and recommendations in a clear, concise, logical manner, orally and in writing.
- Ability to explain/present technical budget/financial information/problems in non-technical terms, both orally and in writing.
- Ability to plan, organize, assign, manage, and review the work of professional associates and Finance staff.

Physical Demands And Working Conditions:

- Work is performed in a normal City office environment.
- Safely operates a City vehicle and variety of standard office equipment including a computer terminal, telephone, copier, and fax machine requiring continuous and repetitive arm, hand, and eye movement.
- Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

Successful candidate will receive a post-offer, pre-employment background screening to include:

- Drug screening
- Motor vehicle records check
- Criminal background screening

City of Prescott Contact Information

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In accordance with A.R.S. 23 - 493, this position has been identified as "Safety Sensitive". The City of Prescott is an EEO/ADA reasonable accommodation employer.