

DEPUTY FINANCE DIRECTOR

Finance Department

JOB DESCRIPTION

POSITION SUMMARY:

Under the direction of the Finance Director, this position performs advanced professional and managerial work overseeing major functional areas of the Finance Department, including revenue collection, purchasing, accounting, payroll, budgeting, and financial systems. The position performs highly complex accounting and financial analysis, assists in the development, interpretation, and implementation of financial policies; and communicates those policies to Finance staff and employees across City departments. This role also supports the Finance Director in representing the City on financial matters to the public, City Council, City Manager, department heads, and may act on behalf of the Finance Director in their absence.

DISTINGUISHING CHARACTERISTICS:

This position has supervisory responsibilities. This job class is expected to exercise a high degree of initiative, independent judgment, professional expertise, and leadership skills in the disposition of daily activities.

ESSENTIAL DUTIES:

- Provides leadership to the Finance Department and attends meetings in the absence of the Finance Director.
- Assists Finance Director with long-range strategic planning and management of the Finance Department.
- Oversees and provides support for the efficient and effective operation of financial functions including accounting, payroll, revenue collections, grant compliance, accounts payable, purchasing and financial systems, while maintaining adequate internal controls.
- Provides leadership in the planning, implementation, optimization, and ongoing coordination of the City's Enterprise Resource Planning (ERP) system.
- Motivates, supervises, and evaluates staff; coordinates annual goal setting; addresses employee concerns; provides coaching and corrective action solutions; completes "Career Conversations"; and facilitates recruitment activities.
- Leads the implementation and use of technology to improve financial processes, operational efficiency, and customer service.
- Coordinate the year-end financial close, the annual external financial audit, and related compliance and reporting requirements.
- Takes a leadership role in coordinating and preparing the Annual Comprehensive Financial Report (ACFR) and related annual reports in compliance with Governmental Accounting Standards Board (GASB) pronouncements.
- Assists with long-term financial planning, forecasting, and cost-of-service analysis.
- Prepares and presents reports to executive management and elected officials.
- Assist with treasury management activities including debt issuance, investment of City funds, and management of banking relationships.

- Coordinates with Finance divisions for preparation of the department budget. Monitors department budget performance and makes recommendations or decisions, as delegated, in conjunction with Finance Director.
- Leads special projects and process improvement initiatives as assigned.
- Performs other duties as assigned.

QUALIFICATIONS:

Education and/or Experience:

- Bachelor's degree in Accounting, Finance, or a related field required, advanced degree (Master's or higher) preferred.
- Minimum of five (5) years of progressively responsible experience in public sector finance and accounting. Demonstrated experience in governmental accounting and financial reporting, including ACFR preparation, budgeting, purchasing, and overseeing billing operations.
- Minimum of three (3) years of supervisory or management experience including leadership, mentoring, and performance management.

Licensing, Certification, and Other Requirements:

- Arizona Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation is preferred.

City 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 meet, 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, SKILLS, AND ABILITIES:

- Knowledge of the generally accepted accounting principles, municipal budgeting practices, treasury management, and revenues administration.
- Knowledge of governmental accounting systems, funds accounting, bonds, and revenue sources and applicable state and federal laws related to municipal budgeting.
- Knowledge of financial and accounting software systems, personal computers, and related applications used in finance and budget operations.
- Ability to apply municipal accounting principles to financial management and budget preparation.
- Ability to analyze complex financial data and programs, develop projections and estimates, and prepare comprehensive technical reports.
- Ability to conduct budgetary and financial research and analysis.
- Ability to evaluate service delivery and recommend cost-effective and efficient improvements.
- Ability to establish and maintain effective working relationships with elected officials, management, staff, and the public.
- Ability to communicate complex financial information clearly and concisely, both orally and in writing, including presentation of technical information to non-technical audiences.
- Ability to plan, organize, assign, supervise, and evaluate the work of professional and support staff.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Work is performed in a typical 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.

The following physical abilities are required to perform the essential functions this position:

- Handling – picking, holding, or working with whole hand.
- Hearing 2 – receive detailed information, make discrimination in sound.
- Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.
- Repetitive Motion – substantial movements of wrists, hands, fingers.
- Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.
- Standing – for sustained periods of time.
- Talking 1- expressing ideas by spoken word.
- Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.

When advised, reasonable accommodations will be made in order for an “otherwise qualified applicant” with a disability to participate in any phase of the selection process. The City of Prescott is an Equal Employment Opportunity employer.

Pay Grade:	OR
Pay Range:	-
FLSA Status:	Exempt
Safety Sensitive (Y/N)	Yes
Last Revision Date	12/10/2025