Position Description:	**Finance Supervisor**
Department:	Administration
Reports to:	City Clerk
Supervision Duties:	Yes
Employment Status:	Full-Time; FLSA Exempt; Benefits Eligible
Work Week:	M – F, 8 AM – 5 PM
Salary Range:	$42,000 - $53,600, Annually DOE

GENERAL DESCRIPTION

Under general direction from the City Clerk and in coordination with the City's outside Financial Consultant the Finance Supervisor is responsible for planning, organizing and directing the financial activities of the city.
Generally, this includes accounting system maintenance, accounting planning, organizing the Central Accounting System, preparation of a comprehensive Annual Financial Report (CAFR), annual budget preparation, special reports for city council, serve as the accounting and finance resource for other city employees, and Finance Department staff supervision.

The duties and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ESSENTIAL FUNCTIONS

Core Competencies

Must meet the current position standards and core competencies required of all City of Tombstone employees as established by city policy.

Typical Duties

In coordination with the City Outside Financial Consultant:

1. Oversees and directs the planning, organization and maintenance of the CASELLE Modular Accounting System in a manner consistent with GAPP.
2. Responsible for monthly balance sheet reconciliation.
3. Researches, evaluates, develops and recommends financial policies/procedures/manuals and modifications to existing methods to improve the financial effectiveness and/or efficiency of the city.
4. Prepares/reviews financial reports, analysis and forecasts in support of city operations and financial planning; provide information and training to employees and council on financial issues, budgeting process, etc.
5. Oversees city's cash flow and investments to meet operational needs and maximize interest revenues within mandated limits.
6. Reconciles all bank accounts.
7. Prepares/reviews end-of-year adjusting entries and schedules for annual audit; prepare annual financial statements; schedule audit and work with auditors; draft the annual financial report including footnotes

for audit; reviews audit results and implements necessary/recommended internal controls and/or other revisions.

8. Oversees city budget preparation including reviewing preliminary department budgets and compiling combined budget. Works with city department heads in completing a proposed budget. Prepares final budget allocation. Reviews and monitors adherence to budget.
9. Administers city's insurance programs.
10. Prepares and reconciles biweekly payroll liabilities.
11. Supervises the activities of department personnel including training, assigning and reviewing work, conducting performance evaluations, and effectively recommending hiring, disciplinary and termination actions.
12. Ensures legal finance documents of city are maintained for permanency as required by State and Federal archival laws.
13. Manages the City's debt and arrange for financing of capital improvements.
14. Follows and enforce all safety rules and procedures, and contribute to the safety of co-workers and the general public.
15. Serves in a staff advisory role to other departments on financial/budgetary matters. Perform routine accounting tasks as workload or staffing levels dictate.
16. Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
17. Responsible for all IT functions, contract oversight, employee support, and system maintenance.
18. Makes presentations to city management, City Council and city committees and commissions; attending meetings as necessary. Represents the city at meetings of other public and private organizations.
19. Exercises tact and diplomacy in dealing with sensitive, complex and confidential personnel issues and employee situations.
20. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
21. Provides pertinent and timely information for the city website.
22. Simultaneously manages multiple job assignments.
23. Contributes effectively to the accomplishment of city goals, department objectives and activities.
24. Maintains work areas in a clean and orderly manner.

NON ESSENTIAL FUNCTIONS

25. Other duties as assigned from time to time.

MINIMUM QUALIFICATIONS

Experience and Education

A four-year degree in finance, accounting or related field is preferred with at least five years of practical experience. Any satisfactory equivalent combination of education and experience which demonstrates the knowledge, skills and ability to perform the above described duties will be considered. Having previously held a management position with a public entity is favorable.

Certifications and Licenses

1. Must have a current Arizona Driver's License.
2. Preferred Designations

a. Certified Public Accountant
b. Certified Management Accountant
c. GFOA's Certified Public Finance Officer

Skills, Knowledge and Abilities

1. Accurately record and maintain records.
2. Analyze and compile complex data.
3. Analyze problems and recommend solutions.
4. Understand management principles including planning, organizing, staffing, coordinating, budgeting, and reporting.
5. Communicate effectively both orally and in writing.
6. Use sound judgment in decision making,
7. Identify and respond to public, City Council and employee concerns.
8. Proficient in the use of a variety of general office equipment;
9. Proficient in the use of current city accounting software, MS Word, Excel, PowerPoint and Outlook; typing at a speed necessary for successful job performance and high productivity.
10. Advanced knowledge of the principles, methods and practices of government finance, accounting and budgeting; internal controls and auditing procedures; cash management and investment principles.
11. Knowledge of the principles of supervision, personnel practices and current city guidelines and policies for all employees.
12. Ability to comprehend and explain various state and local laws and regulations pertaining to areas of responsibility.
13. Ability to work independently to accomplish administrative tasks.
14. Ability to establish and maintain effective working relationships with employees, city departments, committees, city officials, and the general public.
15. Ability to manage time so as to meet required timelines for all regulated city finance and accounting functions.

PHYSICAL/MENTAL DEMANDS

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision and the ability to adjust focus.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions of this job. Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.