



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
Phone 928-632-8562 ▪ Fax 928-632-7365

PART-TIME FINANCE MANAGER

JOB DESCRIPTION

Job Objectives. The purpose of this position is to perform advanced professional budget, accounting, and financial analysis, and to provide support to the Town Manager in the areas of Human Resources and Risk Management. This position is engaged in various municipal accounting operations within the general ledger, cash, investments, debt, capital assets, grants and other special assignments.

Supervision Received and Exercised. Receive general supervision from the Town Manager.

Position Accountabilities. May include, but are not limited to, the following:

Finance and Budget

- ⊕ Coordinates department activities by developing departmental goals and objectives, implementing and administering policies and procedures, and overseeing the general operations of the Finance Department.
- ⊕ Provides guidance and assistance in the resolution of difficult accounting issues; interprets and resolves accounting problems identified by staff, auditors or other departments; and researches and analyzes information and financial reports, summaries, statistical data, findings and recommendations.
- ⊕ Performs economic and policy analysis and supports the Town Manager by preparing and presenting reports and presentations to Town management and Council.
- ⊕ Serves as the Town's investment officer, and directs debt management, directing banking activities, managing bond elections and capital authorization processes, and directing debt issuance activities. N.B.: The Town has no debt at this time.
- ⊕ Provides financial leadership by reviewing departmental budgets, advising management on special project and program financing, maintaining policies, controls and guidelines to manage financial operations, and researching and monitoring economic indicators.
- ⊕ Assists the Town Manager in managing the annual budget process; review expenses, develop operations costs for approval, provide a basis for managerial oversight and financial control, comply with all posting and notice requirements, and serve as a resource to stakeholders.

Grants

- ⊕ Assists in the coordination and administration of all grant activity for the Town and acts as the grant resource by communicating procedural, operational and political aspects of grant administration, and managing grant records.
- ⊕ Maintains compliance and monitoring of financial issues, communicating timelines and deadlines, preparing reports, assisting with department budget efforts, and troubleshooting areas of concern.

Human Resources

- ⊕ Assists the Town Manager in overseeing recruiting and staffing needs by assisting with recruiting activities, maintaining compensation plans, directing training programs, and managing all HR records retention activities.
- ⊕ Assists in: policy and procedure compliance, recommends changes and adjustments, reviews legislation and court rulings, and maintains personnel files.

Risk Management

- ⊕ Assists the Town Manager with duties associated with Risk Management.

Perform related duties, as assigned.

Critical Skills/Expertise.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- ⊕ Experience: At least five years of financial management, accounting, auditing, budget preparation or a closely-related financial activity in a municipal setting.
- ⊕ Training: Preference is given for persons who have a professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelors degree-level of study.

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

Human Collaboration Skills: Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

Freedom to Act: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Technical Skills: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-

wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Additional Requirements.

Physical Requirements: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Work Environment: Position is subject to office conditions.

License or Certificate: Preference is given to Certified Public Finance Officers (as certified by the Government Finance Officers Association of the United States and Canada (GFOA)), Certified Government Financial Manager (CGFM) (as certified by Association of Government Accountants), Certified Public Accountants, or graduates of the Advanced Government Finance Institute of GFOA.

FLSA Status: Non-exempt.

To be considered for this opportunity, please submit cover letter, resume, and a completed employment application to the Town's Human Resources Department at P.O. Box 69, Humboldt, AZ 86329: or electronic submissions to hr@dhaz.gov Electronic submissions are encouraged. Applications will be kept confidential.

Developed: June 3, 2009; Revised October 2, 2019

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE TOWN.

EOE M/F/D/V

AN EQUAL OPPORTUNITY EMPLOYER

OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

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