



Finance Manager and Finance Administrator

– Multiple Positions –



Ignite your future by joining the City of Tucson where we value our employees, deliver exceptional service, and create an inspiring place to work!!

■ THE COMMUNITY

Recognized as a Top 20 “Best City in America” by Resonance Consultancy, Tucson, Arizona is a thriving center for bioscience, aerospace/defense, optics, mining, and logistics. With a city population of more than 540,000 and a regional population of more than 1 million, Tucson has 330-plus days of sunshine a year and is surrounded by majestic mountain ranges. Its natural beauty is complemented by a smalltown feel with big-city amenities.



Named the first U.S. City of Gastronomy by UNESCO, Tucson is rich in great food, as well as art, culture, music, and plentiful outdoor experiences—from biking and hiking to star gazing. The Loop, a 131-mile network of paved shared-use paths, provides car-free recreational opportunities around and through the City. Tucson Botanical Gardens—named a “Top 10 North American Garden Worth Traveling For” by the American Public Gardens Association—and the popular Arizona-Sonora Desert Museum provide ample opportunities to convene with nature. With several nearby observatories, Southern Arizona has been called the astronomy capital of the world.

Included on Condé Nast’s “Where to Travel Next: 2021 Hot List,” Tucson is a traveler’s destination— especially in winter months. In January, world-class jazz fills downtown streets at the Tucson Jazz Festival. In February, the Tucson Gem & Mineral Show is the largest of its kind, and the Tucson Rodeo brings seasoned professionals to the City’s southern edge. In October, Tucson Meet Yourself welcomes thousands to the celebrate food and culture of the Southern Arizona borderland. And in November, the unique All Souls Procession celebrates Día de los Muertos with spirit and faith. Year-round, Tucson is a great place to live, work, and play.

Tucson’s economy is thriving and in 2020, Moody’s Analytics named Tucson as one of the Top 10 US cities “best positioned to thrive after pandemic.” With three military bases in the area, Tucson has long led the way for pioneering developments in the aerospace and defense industries. Tucson attracts aerospace employers through the outstanding programs offered by the University of Arizona’s College of Engineering, Pima Community College’s Aviation Technology Center, and Embry-Riddle Aeronautical University.

Gaining notoriety as Optics Valley, Tucson is home to a high concentration of optics companies, as well as research activity tied to the University of Arizona and several astronomical observatories located in the mountains of Southern Arizona. Long known for hard mining operations and copper extraction, Tucson has now established itself as an industry leader in mining technology.

Why Tucson?

Learn more about why working and living in Tucson has so many advantages:

<https://connecttucson.com/why-tucson/>

CITY ORGANIZATION

The City of Tucson has a Council and City Manager led government. The legislative body is comprised of the Mayor and six Council members who each represent a ward, while the Mayor is elected by voters independently of Council. The legislative body establishes the policies for the City. The City Manager is appointed by Mayor and Council and functions as the Chief Executive Officer, carrying out these policies and managing the municipal organization. The City Manager oversees approximately 4,500 dedicated employees, with a total expenditure budget of \$2.1 billion.



Our Mission

Deliver Exceptional Service to the People of Tucson

Our Values

Respect • Integrity • Collaboration • Excellence

Our Priorities

Excellent Customer Service • Employee Focused Organization
Stable Financial Environment • Smart City Focus



■ POSITIONS

The City of Tucson Business Services Department (BSD) is looking for **MULTIPLE**, skilled, experienced, and motivated Finance Professionals with proven success managing financial operations and/or administering financial operations of a division(s).

The financial professional career series has been specially designed to establish growth and learning opportunities to expand career with professional certification support built in.

The department is organized around a principle of providing daily financial services to internal customers through a combination of satellite teams located both off-site at partner department facilities and centrally at City Hall. The satellite teams are in the following departments: Police, Fire, Environmental & General Services, Water, Transportation, Parks & Recreation, and Housing & Community Development. A team is also located at City Hall that provides financial services to all other departments.

In addition, BSD manages the finances and programmatic tasks for a variety of City programs. The programs include Impact Fee Administration, voter-approved initiatives, and the American Rescue Plan Act grant funded program.

Finance Manager:

Hiring Salary Range: \$73,569.60 - \$91,956.80 (in accordance with Administrative Directives and depending upon experience)

- » Manages revenue and expenditure budgets and financials of a complex operation with various federal, regional, and local funding sources.
- » Works effectively and collaboratively with all levels of staff and manages a relationship between the satellite offices and central Financial Operations.
- » Partners with City leadership and contracted auditing firm(s) in the day-to-day financial management of the operation and contributes to strategic planning.
- » Developing and providing financial reports and interpret financial information to managerial staff while recommending further courses of action.
- » Analyzing day-to-day financial activities and based on this analysis, provide proper guidance to upper management on future financial plans and goals.
- » Contributing fully to the development of strategy across all service areas, challenging assumptions, and decision-making as appropriate and providing financial analyses and guidance on all activities, plans, and targets.
- » Monitoring and reviewing financial and ERP systems to ensure financial implications are clearly understood and documented; this includes plans for both operating costs and capital investments.
- » Developing and monitoring departmental annual operating and capital budgets.
- » Collaborating with departmental staff to strategically produce rate models and long-term financial plans for decisions by key stakeholders to include the community, Mayor and Council, and the City Manager.

Required Qualifications:

Bachelor's degree in accounting, finance, or related area; five (5) years of professional in accounting, budgeting, or finance; and at least three (3) years in a Lead or Supervisory capacity in a related functional area. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Finance Administrator:

Hiring Salary Range: \$80,932.80 - \$101,150.40 (in accordance with Administrative Directives and depending upon experience)

Lead a financial team centrally located or located off-site at BSD's partner department(s). Create a strong training program and focus on core financial services that are to be effectively performed at the satellite level. Core services include, but are not limited to, preparation of financial statements for enterprise and special revenue funds; journal voucher entries; budget preparation, monitoring and preparation of budget projections for the partner department; grant financial management and reporting; accounts receivable and accounts payable; and sharing of resources and establishment of deadlines as a divisional standard. Standardization and establishment of consistent practices.

The successful candidate will also be responsible for managing a variety of special programs. This will include handling administrative and programmatic tasks and financial reporting.

Required Qualifications:

Bachelor's degree in accounting, finance, or related area; five (5) years of professional in finance-related functional area; and at least four (4) years in a Supervisory capacity in a related functional area. A Master's degree in a related field may be substituted for up to one (1) year of the required experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

REQUIRED QUALIFICATIONS FOR BOTH POSITIONS

- » Demonstrated proficiency in the use of computers and financial software applications.
- » Demonstrated proficiency in financial planning skills, technical skills, leadership, and organizational management skills.
- » Demonstrated effective interpersonal, written, and oral communication skills.
- » Demonstrated experience interpreting and applying laws, rules, policies, and procedures.
- » Demonstrated sensitivity to and desire to promote diversity.
- » A record showing commitment to customer service and the application of appropriate flexibility in response to issues and opposing points of view is required.

PREFERRED QUALIFICATIONS:

- » Master of Business Administration (MBA) degree.
- » Professional certification from a recognized financial association, such as Certified Public Accountant (CPA); Certified Public Finance Officer (CPFO); or Certified Government Financial Manager (CGFM).
- » Finance experience in a public sector setting.

Depending on your level of experience, you may begin as a Finance Manager or Finance Administrator.

BENEFITS

City-Wide Benefits

- » Medical: Choice between a high deductible plan (HSA or HRA), or Network plan.
- » Dental: Choice between a national dental PPO and a local dental HMO.
- » Vision: Coverage for annual eye exam and glasses or contacts, plus LASIK.
- » Life: City-paid coverage for you and dependents, plus option to buy more.
- » Long-Term Disability: Income replacement of up to 60% of your base salary in the event of a qualifying disability.
- » Employee Assistance Program: Enhance your wellbeing when life doesn't go as planned.
- » Flexible Spending: Pay for qualified health and dependent care expenses using pretax dollars.
- » Colonial Voluntary Benefits: Financial help in the event of cancer, hospitalization, accident, and more.

Your Security and Future

- » Pension: Generous pension plans that help employees retire more comfortably.
- » Deferred Compensation: Save more toward a comfortable retirement with a 457(b) plan.
- » Training & Tuition Assistance: Pursue your dream through internal training or financial help towards a degree.
- » Education Assistance, Reimbursement, and Qualified Loan Repayment Assistance Program: Get assistance paying off your student loan debt.
- » Back-Up Care: Care for your loved ones when your regular care is unavailable.

Your Peace of Mind

- » Paid Parental Leave: Six (6) weeks paid leave when you welcome a child, plus other generous leave policies for FML, Medical, and USERRA.
- » Paid Time Away: New hires enjoy 37 days of paid time off in the first year, with time increasing steadily thereafter (In year one: 13 accrued days of vacation, 13 accrued days of sick leave, and 11 paid holidays).
- » Employee Discounts: Generous discounts, ranging from car rentals to computers, gifts to groceries, electronics to entertainment.
- » Social Connectedness: Forge connections with the community we serve through paid volunteerism and payroll-deducted charitable giving.

For a full list of benefits, click [here](#).



■ APPLICATION AND SELECTION PROCESS

The position is open until filled. Due to multiple vacancies, resume reviews will start immediately and will continue until all of our vacancies are filled. To be considered, please submit a résumé, cover letter, and six work related references (two supervisors, two direct reports, and two colleagues who will not be contacted in the early stages of the recruitment) on the City website.

[FINANCE MANAGER - City of Tucson \(jobapscloud.com\)](https://www.jobapscloud.com)

[FINANCE ADMINISTRATOR - City of Tucson \(jobapscloud.com\)](https://www.jobapscloud.com)

Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed.

For additional information, please contact:

CPS HR  CONSULTING

Fatima Nukic
CPS HR Consulting
E-mail: fnukic@cpshr.us
Website: www.cpshr.us

The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol-free workplace. Diverse candidates are strongly encouraged to apply.