



Superstition Fire & Medical District

Job Description

Job Title:	Finance Director	Department:	Administration
Salary Range:	[55] \$81,410.99 – \$109,098.51	FLSA Class:	Exempt

Position Summary:

The fundamental reason this classification exists is to oversee the District's budget process, coordinate the preparation of year-end financial statements, monitor and report on the District's financial condition and to administer the District's debt issuances. This is a hands-on Executive position that requires the Director to analyze financial statements; keep abreast of legislative activities that will impact the District; prepare reports and make recommendations to both internal staff and the Governing Board; and provide guidance on financial software implementation. This classification is management, and will be responsible for exercising direct, technical, and functional management over project groups, outside consultants, and financial advisors. Work is performed under the limited supervision of the Fire Chief. Work in this position requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned. This position also meets the salary requirements stipulated by the DOL in regards to the FLSA Executive exempt requirements.

Principle Duties and Responsibilities:

Essential Functions

- The primary duty of this position is to manage the Financial Operations for the Superstition Fire & Medical District.
- This position customarily and regularly directs the work of at least two or more other full- time employees or their equivalent.
- This position has the authority to make suggestions and recommendations as to the hiring, firing, advancement, promotion or any other changes of status' of assigned employees is given particular weight.
- Prepares and manages the District's budget for administration and assists the Governing Board and the Fire Chief with their budget responsibilities.
- Accurately reports the District's financial position and results of operations.
- Evaluates and reports the fiscal soundness of District operations.
- Supervises internal audits and participates in external audits.
- Develops financial and purchasing policies and procedures to ensure compliance.
- Monitors and approves expenditures.

- Provides special project support and technical services of a financial nature for the District projects.
- Monitors and records the expenditure and collection of public funds by establishing the accounting systems and developing policies and procedures in accordance with GAAP and GASB standards in compliance with the Administrative Policy Manual.
- Directs year end closing and coordinates the preparation of the annual financial statements.
- Recommends storage, retention, and destruction policies and procedures for financial records to the Administrative Services Director in accordance with Arizona Revised Statutes and Federal Law.
- Oversees financial reports of receipts and disbursements.
- Manages the work of accounting and clerical staff engaged in accounting and reporting activities.
- Prepares and submits District agenda items relating to financial matters to administrative services.
- Attends District meetings and work sessions.
- Serves as Fixed Assets Property Controller.
- Handles Treasury Management.
- Purchases software systems.
- Coordinates annual financial audit.
- Responsible for overall safety of his/her personnel.
- Assumes responsibilities of their respective supervisor, as assigned.
- Complies with the rules, policies and procedures as set forth by the District.

Knowledge, Skills and Abilities

- Knowledge of SFMD policies and procedures.
- Knowledge of SFMD operations, organizations, procedures and policies.
- Knowledge of principles of effective communication including public speaking and report writing.
- Skill in closely following written and verbal instructions.
- Skill in communicating effectively verbally and in writing.
- Skill in providing effective customer service.
- Skill in maintaining confidentiality and handling discrete and sensitive issues.
- Skill in operating and maintaining a variety of office equipment.
- Ability to establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to demonstrate a positive and productive attitude and work ethic while adhering to the SFMD Code of Conduct and the Declaration of Ideals.
- Ability to use independent judgment in the exercise of daily responsibilities.
- Ability to maintain confidentiality.
- Ability to work effectively under deadlines, handling diverse schedules and prioritizing work.

- Ability to maintain detailed and accurate records.
- Ability to analyze and evaluate administrative needs, identify problems, and develop feasible solutions.
- Ability to use personal computer with strong command of Microsoft Word, Excel, Access, PowerPoint, Microsoft Windows and Outlook skills.
- Policies and procedures of the District.
- Debt Administration and Bond Sale Process.
- Financial Planning, Analysis & Reporting.
- Financial and accounting methods, budgets, research and statistical methods and techniques.
- GAAP, GASB. and GFOA Best Practices in Budgeting and Accounting.
- Federal, state, and local laws, regulations, and ordinances pertaining to Special District affairs and general.
- Modern office practices and procedures.
- Principles and practices of personnel management and supervision.
- Operating computers and financial application software.
- Supervising professional and clerical personnel.
- Establishing and maintaining effective working relationships with the Governing Board, District Staff, the financial community, and the general public.
- Analyzing financial systems, procedures and controls, and recommending improvements.
- Handle sensitive and delicate public relations situations with a high degree of firmness and cordiality.
- Perform a broad range of supervisory responsibilities over others.
- Interpret rules, regulations, and policies and make decisions based upon them.
- Keep complex records.
- Assemble and organize data and prepare reports from such records.
- Evaluate and analyze complex financial data and prepare statistical reports.
- Maintain regular consistent attendance and punctuality.
- Plan, organize and direct activities related to activities of divisions dealing with financial reporting and accounting, cash management, and debt management.
- Make oral and written presentations in a concise and effective manner.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Enforce all District policies.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere

Minimum Required Qualifications

- Bachelor's degree from an accredited college or university recognized by the U.S. Department of Education in accounting, finance, business administrator or other related field. Business Administration or Public Administration strongly desired; and
- A minimum of five (5) years of experience in managing a medium sized public agency Finance department; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Preferred Qualifications

- CPA (Government Finance Officer Certification or master's degree may substitute for C.P.A. certification).

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Salary and Benefits:

The District offers an excellent benefit package that includes:

- Paid Vacation and Illness Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through Arizona State Retirement System
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Basic Life/AD&D Insurance – paid by District
 - Supplemental Life/AD&D Insurance
 - Long Term Disability
 - Supplemental Insurance
- 457(B) Deferred Compensation Plan and Roth IRA
- Employee Assistance Program – paid by District

SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.