

Coconino County • Arizona

Chief Financial Officer



Coconino County is a land of vast and endless beauty, home to many cultures.

“Coconino County is nationally recognized for its strong and innovative financial philosophy and practices, and an ideal candidate will demonstrate the ability to continue to grow on this success.”

- JAMES JAYNE
Coconino County Manager

UNIQUE OPPORTUNITY

Coconino County is seeking a highly experienced Chief Financial Officer (CFO) who will lead the County’s long-term strategic financial efforts as well as engage and lead the Finance Department’s team of experienced professionals. The individual will represent the County and County Board of Supervisors to citizens, outside agencies and partners. The Chief Financial Officer is a member of the County Manager’s Leadership Team, reporting directly to the County Manager and will perform work of unusual difficulty directing the financial operations of the organization. The Chief Financial Officer is a key contributor to the transformational leadership vision of Coconino County that supports a strong sense of belonging and deep trust.



COCONINO COUNTY'S ORGANIZATIONAL RENEWAL VALUES INCLUDE:

- Public Service—We embrace our mission to serve and focus on improving quality of life in our communities with effective and impactful services.
- Courage—We are passionate and bold in our actions in pursuit of the best decisions for our Community Members, Team Members and organization.
- Integrity—We are trustworthy, honest and accountable as individuals and as an organization.
- Diversity—We are inclusive and pursue equity to ensure that our workforce, services and programs reflect the richness of and meet the needs of individuals within our communities.
- Compassion—We listen to and take care of one another, encouraging quality of life and balance for our Team Members and our Community Members.
- Fun—We have fun in heartfelt and fulfilling ways to strengthen our connections with our Team Members and our Community Members.



- Honoring Our People • Collaborative Thinking
- Intentional & Transformational Leadership
- Nurturing A Learning Organization

THE PROFILE:

The Chief Financial Officer provides staff leadership and perpetuates a helpful and supportive culture to all dealings with our customers, while also working within governmental accounting practices. The Chief Financial Officer will be required to establish and maintain strong, positive working relationships with internal and external partners. The Finance Department offers a team-oriented environment that fosters individual professional participation in the department's goals and program offerings. The Chief Financial Officer also acts as the Audit Manager.

The Finance Department holds primary fiduciary responsibility for providing accurate, timely financial information and reporting for the County that is essential for making economic, political and social decisions. As an internal service department, Finance supports all County departments by providing core mission-critical functions, direction and collaboration to departments on accounting and financial/budget policies, and monitors the performance of contractual and fiduciary responsibilities. Finance develops, manages and reports on over \$150M in expenditures and 300 funds annually. Finance also tracks over 180 grant funds and reports on over \$15M in federal funds. The Finance Department has 17 employees in the following divisions:

audit and financial reporting, budget, finance administration, finance operations, purchasing, payroll and internal audit.

THE IDEAL CANDIDATE:

The Chief Financial Officer is a key contributor to the transformational leadership vision of Coconino County that supports a strong sense of belonging and deep trust. The ideal candidate will have demonstrated leadership success in a comparable or larger complex organization, a deep understanding of financial challenges and opportunities, experienced financial subject matter expertise with governmental accounting, a commitment to public service, and the ability to function in a fast-paced, high-demand and collegial environment. For more information about the Chief Financial Officer role and the County's financial information, please visit www.coconino.az.gov/cforecruitment.

As part of organizational renewal, the CFO will invest in people and organizational culture to achieve fiscal responsibility, resilience and greater impacts for our communities; demonstrate innovation, improve systems, enhance service delivery, cultivate collaboration and engage employees. The CFO will champion the importance and value of a diverse and inclusive County while fostering a culture of equity, diversity and inclusion.



Coconino County Receives the 2018 GOFA Award

TYPICAL DUTIES: (ILLUSTRATIVE ONLY)

- Leads the strategic, financial efforts of the County, including the County's long-term financial plan and analysis of economic forecasts and trends.
- Determines the objectives and operational priorities of the Finance Department.
- Directs the development and administration of financial initiatives that demonstrate fiscal responsibility, financial resilience and a strong 10-year financial plan.
- Advances the County Board of Supervisor's financial objectives.
- Works with County departments, financial institutions, consultants, outside agencies and vendors to identify and develop collaborative partnerships.
- Coordinates with the Treasurer and Assessor regarding cash reconciliations, assessed values and property taxes.
- Leads the County's Finance Department and ensures alignment with County's strategic goals.
- Makes presentations to the Board of Supervisors, community groups and professional organizations.
- Plans, directs and coordinates the daily operations of the Finance Department, including accounts payable, accounts receivable, payroll, purchasing, asset management, budget compliance, special assessment billing, internal auditing and financial reporting.
- Oversees the procurement function, including competitive bidding and contract administration.
- Ensures that all financial transactions are conducted in accordance with legal requirements and County policies including appropriate internal control structures.
- Provides monthly budget reports, quarterly financial reports and annual financial statements.
- Prepares the annual Expenditure Limitation Report and files annual disclosure statements.
- Acts as the Audit Manager for Coconino County.
- Works with financial advisors on debt financing.
- Develops and manages the departmental budget and appropriate performance measures.
- Hires, supervises, evaluates and disciplines staff.
- Creates, evaluates and revises policies and procedures.
- Other duties as assigned.

COMPETITIVE COMPENSATION:

Salary will be commensurate with qualifications and experience.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Finance, Accountancy or related field, and five years of progressively responsible experience in public-sector financial management; OR any combination of education, training and experience which demonstrates the ability to perform the duties of the position. Must obtain an Arizona driver's license by date of hire and maintain it throughout employment.

ROBUST BENEFITS PACKAGE:

Coconino Coconino County offers a comprehensive and cost-effective benefits package as a member of the Northern Arizona Public Employees Benefit Trust. In addition to medical, dental, vision, life insurance, FSAs and HSAs, the County's insurance includes the Vera Whole Health Clinic, a clinic for Team Members and their enrolled family members. The County offers a robust wellness program, an employee assistance program, as well as tuition reimbursement, vacation sell-back, personal day purchase, paid volunteer time-off, training academies, leave sharing and professional development opportunities. Chief Financial Officer will also receive a minimum of 10 paid holidays and membership in the Arizona State Retirement System. For detailed information on the benefit offerings, including cost tables, visit www.coconino.az.gov/EmployeeBenefits.

APPLICATION PROCEDURE:

To learn more about Chief Financial Officer position and to apply for this excellent career opportunity please visit www.coconino.az.gov/ChiefFinancialOfficer. Contact Coconino County Human Resources with any questions at recruiter@coconino.az.gov or 928-679-7100.

