



Town of Youngtown
12030 Clubhouse Square
Youngtown, Arizona 85363

JOB TITLE: FINANCE MANAGER

Department: General Government
Immediate Supervisor: Town Manager

Origination Date	10/14/2020
Revision Date	N/A
Job Range	Up to \$75,000
FLSA Status	Exempt

BRIEF DESCRIPTION: The Town of Youngtown is seeking a seasoned finance professional to serve as the Town's Finance Manager in the Finance Department.

ESSENTIAL FUNCTIONS:
Develops and implements policies, internal controls, procedures and guidelines used to manage the City's financial operations.
Supervises Senior Accountant position by prioritizing and assigning work; ensuring that policies and procedures are being followed and completing goals and objectives through performance reviews.
Assists Town Manager with development, implementation and monitoring of the Town's annual budget and ensures budgetary compliance. Produces reports to present to Council, Management and Citizens.
Coordinates with Town Manager and Department Managers the Town's five year capital improvement plan and five year financial forecast.
Reviews and approves monthly bank reconciliations prepared by Senior Accountant with monthly reporting to Town Manager on reconciliation and recommendations to maintain adequate cash balances in checking account and best investment strategies that conform to Arizona State Statutes.
Provides fiscal recommendations to Town Manager with written and verbal financial status updates on a monthly basis of the Town's financial condition and forecast for the remaining fiscal year.
Performs other duties as assigned or required.

JOB REQUIREMENTS
FORMAL EDUCATION/KNOWLEDGE: Bachelor's Degree in Accounting, Finance or closely related field.
EXPERIENCE: Three years of government accounting experience or an equivalent combination of education, training and experience.



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<p>PREFERRED CERTIFICATIONS/OTHER REQUIREMENTS: CPA or Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM)</p>
<p>READING: Work requires the ability to read specific vocational, administrative, or technical documents, Town code, ordinances, resolutions, annexations, State statutes, meeting minutes, staff reports, election manual, and liquor permits.</p>
<p>MATH: Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. The ability to perform general accounting and budget analysis including credit card statements, travel arrangements and per diem.</p>
<p>WRITING: Assists Chief Finance Officer in preparing narratives on budget revenues and expenditures for Council meeting on a monthly basis.</p>
<p>COMPLEXITY: Requires the exercise of considerable initiative and independent analytical and evaluative judgment.</p>
<p>INTERPERSONAL/HUMAN RELATIONS SKILLS: HIGH – Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to improve customer satisfaction.</p>
<p>OVERALL PHYSICAL STRENGTH DEMANDS: SEDENTARY – Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting major part of time.</p>
<p>PHYSICAL DEMANDS: CONTINUOUSLY- Computer, desk work, paperwork, researching. FREQUENTLY-walking, computer keyboard, writing. OCCASIONALLY – standing, files, supplies, paperwork, twisting to/from desk and computer, answering telephones, driving. RARELY – pushing/pulling doors, chairs, cabinet drawers; kneeling, crouching, crawling to file or retrieve dropped items; climbing/balancing stairs; foot controls when driving.</p>
<p>MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:</p>
<p>ENVIRONMENTAL FACTORS: None. Primary work location is office environment.</p>
<p>PROTECTIVE EQUIPMENT REQUIRED: N/A</p>
<p>NON-PHYSICAL DEMANDS: FREQUENT – Time pressures, change of tasks, and performance of multiple tasks simultaneously, working closely with others/team player. OCCASIONALLY – Noisy/distracting environment with interruptions; tedious/exacting work. RARE – Emergency situations.</p>
<p>EXPECTED BEHAVIOR: <i>These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.</i></p>
<ul style="list-style-type: none"> • High ethical standards; strong safety principles and safety awareness; encourage and develop teamwork; including but are not limited to the following: • Be positive. Do not participate in gossip or allow gossip or negative comments • Maintain confidentiality • Be accountable-submit responses to all requests for information by due date and meet deadlines • Support a learning environment



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- Be on time for all meetings
- Be a champion of the Town's policies and procedures and the classification and compensation program
- Create and implement ethical standards for your worksite
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor accomplishments related to performance indicators
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary-anticipate issues
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, contractors and vendors
- Understand and interpret Town policies and procedures, and make rational decisions/recommendations in accordance with established policy
- Work in a safe manner and report unsafe activities and conditions. Follow the Town-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations.
- Encourage teamwork and participation
- Provide outstanding customer service to internal and external customers.

In preparing this job description, the Town of Youngtown is reflecting the general details as needed to describe the principal functions of this job, the level of knowledge and skill required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.



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APPLICATION FOR EMPLOYMENT

All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, disability or veteran status, or any other legally protected status. A qualified individual with a disability may request a reasonable accommodation during the employment process. Employment eligibility is verified through the E-Verify program as required by A.R.S. § 41-440.

For application to be considered, you MUST: 1) type or print all answers; 2) supply all requested information, resumes may only serve as a supplement; 3) not falsify the application in any way; 4) provide comprehensive employment information, including volunteer work. The information you provide will determine your qualifications for employment or eligibility for evaluation.

GENERAL INFORMATION:

POSITION APPLYING FOR _____	
NAME _____ (LAST) (FIRST) (INITIAL)	
ADDRESS _____ STREET CITY/STATE ZIP	
PHONE: HM () _____ - _____ MSG () _____ - _____	
Are any of your relatives (marriage also), employed by the Town of Youngtown? YES ___ NO ___ IF SO, WHAT DEPT? _____	



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I will accept (check all that apply):

REGULAR _____ TEMPORARY _____
 _____ Full-time _____ Full-time
 _____ Part-time _____ Part-time

SHIFT 8AM – 5PM ONLY _____ EVENINGS _____ NIGHTS _____
 ROTATING SHIFTS _____

Have you ever been convicted of any violations of federal, state, local or military law or statute?
 Yes _____ No _____ (if yes, explain _____

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

Have you ever been convicted of any violations of federal, state, local or military law or statute?
 Yes _____ No _____ (if yes, explain _____

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN DUE TO MISCONDUCT OR UNSATISFACTORY SERVICE? YES _____ NO _____ IF YES, PLEASE EXPLAIN: _____

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED					1	2	3	4	5	6	7	8	9	10	11	12	OR	GED
Colleges/university or Trade Schools	City/State		Major Coursework			Sem. Hrs.	Degrees Completed											



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Professional Certificates, Licenses or Memberships:

Driver's License? Yes ___ No ___ Classification _____ License Number _____

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

Language Proficiency (other than English)
 Language _____ Speak _____ Read _____ Write _____

Have you ever served in the U.S. Armed Forces? ___ yes ___ no
 From (mo/yr) _____ To: _____
 Type of Discharge _____
 Specialized training or experience:

EXPERIENCE: Begin with your present or most recent position. List all jobs held, paid, or volunteer, over the last ten years. Your qualifications will be evaluated on the basis of the information provided on this application. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
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_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____	_____



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Supervisor _____ _____ Phone # _____ # of employees you supervise: _____	_____	_____	_____ To _____ _____ _____ To _____ _____ _____ To _____ _____	_____ _____ _____ _____
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May we contact your present employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ To _____ _____ To _____ _____ To _____ _____ To _____	_____ _____ _____ _____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:



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Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ To _____ _____ To _____ _____ To _____ _____ To _____	_____ _____ _____ _____ _____ _____ _____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ To _____ _____ To _____ _____ To _____ _____ To _____	_____ _____ _____ _____ _____ _____ _____



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May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

DATE

SIGNATURE