



CITY OF PHOENIX

Finance and Human Resources Director

Job Announcement

ABOUT THE POSITION

The City of Phoenix is seeking a Finance and Human Resources Director to provide leadership, management, direction, planning and goal setting to ensure delivery of quality municipal services. The Director is responsible for strategy and planning for all financial and personnel issues facing the City, and for conducting special projects as assigned by the City Manager. This position works under the general supervision of the City Manager and, as a member of the City's executive leadership team, has direct input into City policies and procedures and advises the City Manager on related issues.

Hours: Full-time, exempt.

Starting Salary: \$6,317 per month; range comprises six steps culminating in a salary of \$8,062/month.

Benefits: Medical/dental/vision insurance, employer-funded HRA-VEBA, Oregon PERS retirement benefits.

THE PERSON

The ideal candidate will have knowledge of modern principles of governmental and municipal accounting and finance laws and rules, administration, organizational management, supervision, budget, and policy as well as knowledge of employment laws, rules, and regulations. They will possess the ability to apply management techniques and supervise subordinate personnel, as well as to ensure that the City adheres to state and federal laws, department rules, and City codes and policies, which necessitates facility in reading, comprehending, interpreting, and applying laws and regulations. Additional requirements include establishing and maintaining effective working relationships with public officials, employees, vendors, the general public, and other individuals with which the incumbent comes in contact during the course and scope of employment. Excellent communication and negotiation skills, effective management and supervision skills, writing and public presentation skills, advanced computer skills across various software applications, and excellent attention to detail are also expected.

DESIRABLE QUALIFICATIONS

In order to be considered for this position, applicants must have a combination of education and experience equivalent to that outlined below, plus any other listed screening qualifications.

- **Education:** Bachelor's degree from an accredited college or university in Accounting, Finance, Business Management or closely related field required.
- **Experience:** Five years of progressively responsible related experience, including experience in a leadership role. Public budget and governmental accounting experience strongly desired.
- **Substitution:** Any satisfactory equivalent combination of education, training, and experience which demonstrates the knowledge of, skills, and abilities required to perform the duties of the job.

APPLICATION PROCESS

For application instructions, please visit [How Do I - Apply For A Job](#) at www.rvcog.org. **A cover letter, current resume, and completed City of Phoenix Employment Application are required to apply for this position.** This position will remain open until filled. Interested applicants are encouraged to apply as soon as possible as the position will be filled when a suitable candidate is identified, and applications will be considered as they are submitted.

