

City of Sedona



invites your interest for the position of
Director of Finance



THE ORGANIZATION

The City of Sedona operates under the Manager-Council form of government with six Council Members and one elected Mayor. The Council appoints the City Manager, who is responsible for carrying out policy enacted by the Council, overseeing administration



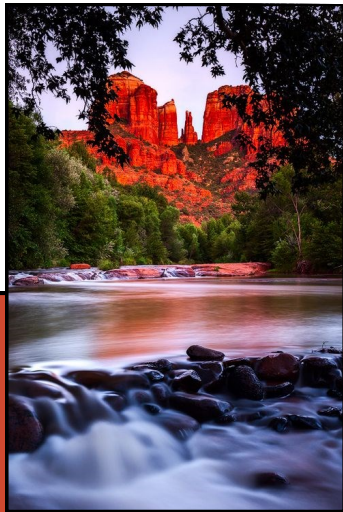
of the City, and maintaining inter-governmental relationships.

Sedona currently has a staff of 120 full-time equivalent employees and the 2015 total budget is approximately \$38 million. City departments include

the City Manager, City Attorney, City Clerk, Community Development including engineering and public works services, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, and Wastewater (special districts provide fire services and water). The City has an “A” underlying rating from Standard and Poor’s Rating Services on its most recent bond issuance.

The City has no property tax and relies on sales tax and lodging tax revenues to support its operations. The City has come out of the recession with a reduced workforce, smaller budget, and excellent reserves.

The 2015 Budget reflects a commitment to maintaining core services and a continuing mindset, developed out of necessity as the City navigated the recession, of identifying cost-saving efficiencies and adding resources only in the most critical areas.



CULTURE

Numerous cultural events are hosted annually in the Sedona area. These events are varied and have something for everyone.

- Sedona International Film Festival
- Sedona Marathon
- International Sedona Yoga Festival
- Sedona Bluegrass Festival
- Chamber Music Sedona sponsors a chamber music program annually from October to May
- The Sedona Arts Center, founded in 1958, is the oldest arts center in northern Arizona
- GumptionFest is one of the largest free music and arts festivals in Northern Arizona
- Sedona is also home to several notable arts organizations in Northern Arizona



The perfect destination should seem exotic yet feel like coming home. That is the very definition of Sedona, a small town blessed with an abundance of scenic beauty. Come experience it for yourself.

UNIQUE OPPORTUNITY

The steadily growing and dynamic community of Sedona, Arizona seeks an experienced, collaborative, service oriented professional to serve as the Director of Finance. This position affords seasoned finance professionals the chance to join the City's executive leadership team with a focus on helping shape the best possible future for the citizens of one of Arizona's most premiere and beautiful cities.

THE COMMUNITY

Sedona is approximately one and a half hours north of Phoenix in Yavapai County. It serves as a premier international tourist center as well as home to over 10,000 residents.

Sedona was named after Sedona Miller Schnebly (1877-1950), who was celebrated for her hospitality and industriousness. Sedona's main attraction is its array of red sandstone formations. Originally founded in 1902, the

City was incorporated in 1988 and is one of the premier tourism, recreation, retirement, viticulture and art centers. Its history is that of a rural community which such a beauty that Sedona became known through the



motion picture industry through many classic films, commercials, and television shows.

Located in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, and plenty of sunshine and clean air.

The year round population of Sedona is approximately 11,000 residents, while the seasonal/visitor population often doubles that number on a regular basis.

The City is almost 19 square miles in size, with 51% being owned by private landowners with the rest belonging to the Coconino National Forest. Sedona has something for everyone: world class resorts to small family-run motels, multitudes of spectacular hiking trails, fine restaurants, excellent schools, film festivals, concerts, outstanding shops and diverse art galleries. The beauty and climate of the area (now encouraging a new and

growing viticulture industry) makes sightseeing and hiking, golf, tennis, horseback riding, and Jeep touring year-round activities.



*The City of Sedona is the
9th safest city in the state of Arizona.*

— FBI Uniform Crime Reports

THE DEPARTMENT

The Finance Department provides a variety of services to both external and internal customers. Finance Department employees are responsible for utility billing, accounts payable, cash receipting, payroll, improvement districts, general accounting and customer service. It is a small multi-functional team that exemplifies the benefits of cross-training, teamwork and customer service. It also provides investment and debt management, budget coordination, and facilitation of the annual audit.

The Finance Department prepares both Comprehensive and Popular Annual Financial Reports (CAFR and PAFR), and is responsible for overall financial reporting and management services to the City Council, City Manager and citizens.

THE POSITION

The Director of Finance reports to the Assistant City Manager and leads a team including one Senior Accountant Manager, one Lead Accountant, and five Accounting Technicians.

The Director of Finance serves as a key member of the City's Leadership Team. The position works within the broad operational and policy framework provided by the Assistant City Manager while providing lead-



ership, mentoring, direction and management for the Finance Department, including budgeting, auditing, treasury management, policy adherence and all operational decisions.

Primary responsibilities include making recommendations to the City Manager and City Council; developing and implementing the strategic direction and policy for the department; developing, imple-

menting and revising operational and financial policies and procedures; developing and managing the annual budget process; setting the tone, climate and vision for the department, ensuring compliance with statutory responsibilities and directives; and ensuring the overall fiscal soundness of the community.

The Director of Finance should be able to delegate effectively and encourage collaboration in the development of a high performing team. It will be important for the new Director to focus on accountability and transparency that demonstrates to the public superior financial management.

The ideal candidate should be an effective mentor and leader and have a track record of setting a positive example of competence, professionalism, trust, energy, and work ethic.

Sedona provides the perfect location to live, work, and relax.



The Director must thrive in a fast-paced environment with a high level of agility and patience, where multi-tasking is required, while maintaining a focus on important strategic elements to ensure that the City's mission of providing great value in return for the citizens' trust and tax dollars are met.

EDUCATION AND EXPERIENCE

Any combination of education and experience that will provide the required knowledge and abilities is qualifying. Typically, a qualified candidate will possess at least a bachelor's degree from an accredited college and have a minimum of four years of finance experience with at least two years of supervisory level experience, managing a multi-functional team of employees providing all aspects of financial, risk management and customer service functions within a municipal agency. Strong candidates will possess significant financial reporting, budgeting and management experience with a clear understanding of the fiscal realities faced by organizations.

PERSONALITY AND MANAGEMENT STYLE

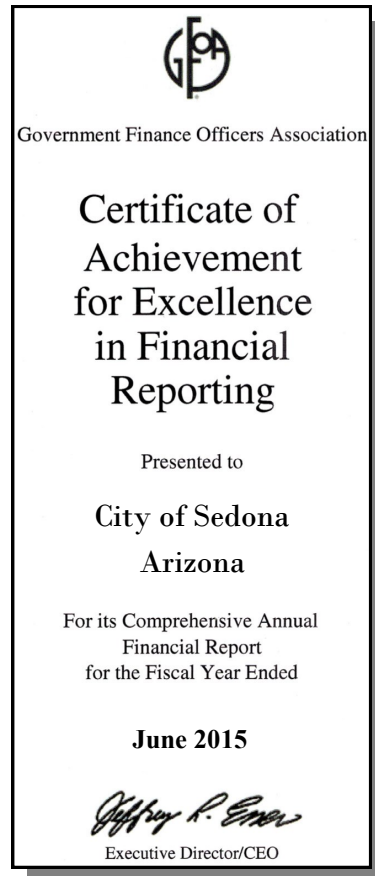
- High integrity and solid character; honest and direct
- Displays a leadership presence; holds self and others accountable for the success of the department and the organization
- Displays a high degree of political sophistication
- Excellent customer service, both internal and external
- Passion for the Sedona community and public service
- Superior communicator who can quickly cultivate and maintain trust and confidence with a variety of audiences, including the City Manager, City Council, peers, subordinates and citizens

COMPENSATION AND BENEFITS

The full salary range for the Finance Director position is \$89,477.00– \$122,512.00.

The City of Sedona offers a competitive benefit package that includes:

- Arizona State Retirement System
- 100% City-paid health, dental and vision coverage for employee
- The City contributes substantially to health, dental and vision coverage for dependents
- City provided \$50,000 group term life insurance
- Short-term disability
- Ninety-six hours of PTO time
- Generous amount of vacation time
- Eleven paid holidays
- Deferred compensation – Optional IRS 457 plans
- Wellness programs
- Relocation assistance
- 4-10 schedule, Monday - Thursday



APPLICATION AND SELECTION

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of six work-related references (who will not be contacted without prior notice) and current salary by Monday, September 7, 2015. Résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed.

Please submit your materials electronically as one file to HumanResources@SedonaAZ.gov.

The City will select candidates to be invited to participate in an interview process in Sedona within weeks of the closing date. An offer of appointment is expected shortly thereafter following extensive reference and background checks. This recruitment is open until filled.

Submit your materials electronically to:

HumanResources@SedonaAZ.gov

Tel: 928-203-5189 • **Fax:** 928-282-1394

E-mail: HumanResources@SedonaAZ.gov

Website: www.SedonaAZ.gov

