



invites your  
interest  
in the  
position of

**ASSISTANT  
DIRECTOR**  
of FINANCIAL SERVICES

# THE IDEAL CANDIDATE

The ideal candidate is a strong, hands-on leader with solid ethics and integrity. They will have a track record of demonstrated leadership and proven accomplishments in a public sector organization. Additionally, they will have an aptitude for clear, concise, direct communication, and the ability to summarize complex information.

The Assistant Director will be a collaborative, inclusive, results-oriented leader who thrives in fast-paced atmosphere and can transform strategy into operational goals and objectives, and produces measurable outcomes.

The Assistant Director will be approachable, positive, be capable of working in a collaborative manner with their team and other departments and have a personality style that is comfortable in a small municipality.

## EXPERIENCE and EDUCATION

The ideal candidate will have a minimum of six years of increasingly responsible professional level management experience and at least five years of experience in governmental or fund accounting.

Candidates should possess a Bachelor's degree in Accounting, Finance, Economics, or related field. Master's Degree in Accounting, Finance, Public Administration, or related field preferred.

Certified Public Accountant, Certified Governmental Financial Manager, Certified Fraud Examiner, or Certified Public Finance Officer is highly desirable.





## 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, and overseeing administration of the City.

Sedona currently has a staff of approximately 140 full-time equivalent employees. City departments include the City Manager, City Attorney, City Clerk, Communications, Community Development, Economic Development, Public Works, Finance, Human Resources, Information Technology, Magistrate Court, Parks and Recreation, Police, Sustainability, Transportation, and Wastewater (special districts provide fire services and water).

The City enjoys a high degree of public involvement and collaboration on its city council and advisory groups.

# COMPENSATION and BENEFITS

The annual salary for the Assistant Director of Financial Services ranges up to \$112,500.00 annually.

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

- Arizona State Retirement System with matching employer contributions
- 100% City-paid health, dental, and vision coverage for employee
- Substantial contributions to health, dental and vision coverage for dependents
- HSA health plans available with generous City allowances provided
- City provided \$50,000 group term life insurance
- Short-term disability
- 96 hours of PTO time
- Generous monthly vacation accruals
- Eleven paid holidays
- Deferred compensation plans – Optional IRS 457 plans
- 4/10 work schedule (3-day weekends!)



# HOW TO APPLY

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) by December 2, 2021.

Your 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](mailto:HumanResources@SedonaAZ.gov).

**Tel:** 928-203-5189

**Email:** [HumanResources@SedonaAZ.gov](mailto:HumanResources@SedonaAZ.gov)

**Website:** [www.SedonaAZ.gov](http://www.SedonaAZ.gov)

