

Arizona House of Representatives
Accounting/Human Resources

Position Announcement: Chief Financial Officer

The Arizona House of Representatives invites applications for a Chief Financial Officer beginning in September 2016.

Responsibilities include:

- Supervising the overall operations of the Arizona House of Representatives Accounting Office (Budget, Accounts Payable, Payroll, Travel, Human Resources, Retirement, and Benefits).
- Maintaining financial records.
- Preparing and presenting monthly and annual financial reports.
- Reconciling and maintaining salary reports.
- Overseeing and reviewing human resource transactions.
- Knowledge of and presenting benefits to staff and Representatives.

Applicants must possess strong organizational skills, demonstrate knowledge of accounting principles and finances, and have the ability to prioritize and balance varied and conflicting priorities. In addition, the successful candidate will have strong computer skills in Microsoft Office and excellent customer service skills. Strong consideration will be given to those who can demonstrate experience with the State's financial accounting system and knowledge of the State's statutes, rules, and travel policies.

Minimum qualifications:

- A bachelor's degree in accounting; finance; or a related field
- Five years of professional experience

The ideal candidate will hold a CPA certification and have experience as a manager in accounting

Starting Salary-\$60,000

Benefits

The State of Arizona provides an excellent comprehensive benefit package including:

- Top-ranked retirement and long-term disability plans
- Affordable medical, dental, life, and short-term disability insurance plans
- Accrued vacation pay and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

Selection Process

Some positions may take 4 to 6 weeks to fill. Only applicants whose backgrounds most closely meet the needs of the position may be invited to interview. Requests for a special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round interviews.

Deadline to Apply: August 31, 2016

Interested individuals should email a letter of introduction and resume to:

housejobs@azleg.gov
Subject: Chief Financial Officer