

# ***RECREATION CENTERS OF SUN CITY, INC.***

## **Job Opening DIRECTOR OF FINANCE Full Time**

**JOB LOCATION:** Corporate Office

**JOB SUMMARY:** This senior management team member is responsible for directing, coordinating and overseeing all aspects of financial management, collections, risk management, accounting practices, statistics, record retention, internal controls, purchasing and inventory controls. The Director of Finance plays a critical role in partnering with the management team in strategic planning and decision making and provides highly responsible assistance to the General Manager to sustain financial stability and assure ongoing fiscal ability to achieve long range goals.

### **POSITION REQUIREMENTS:**

- Bachelor's Degree in Business Administration and minimum five years of broad financial experience including financial management experience OR minimum ten years of overall broad financial experience, ideally 7+ years of financial management experience.
- The ideal candidate has experience in final responsibility for the quality and content of all financial data, reporting and audit coordination; a successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making; and, comfortably wear many hats in a fast-paced environment.
- High-level of computer proficiency, specifically in Microsoft Office and accounting systems required. Knowledge and experience with database systems ideal. Familiarity with Great Plains, Crystal Reports and point of sale Total E-Golf (TEG) software preferred.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external customers. Ability to speak clearly and persuasively in positive and negative situations; respond well to questions; read and interpret written information easily; and, compose correspondence with a command of the English language to communicate clearly, concisely and professionally in writing.
- Ability to identify and resolve problems in a timely manner; gather and analyze information skillfully and objectively; work well in group problem solving situation and as team leader; and, effectively communicate changes and progress.
- Ability to hire, train, motivate, and coach personnel; build commitment and overcome resistance; inspire respect and trust; give authority to work independently; and, solicit and apply internal customer feedback.
- Ability to plan, organize, and direct financial activities of a complex organization; analyze complex fiscal and administrative problems; and, develop effective courses of action. Ability to translate financial concepts to – and to effectively collaborate with – those who do not have finance backgrounds.
- Ability to maintain complete and total confidentiality; to have a high degree of accountability, initiative, and dependability; keep commitments; work with integrity and ethically; remain objective; support organization's goals and values; display original thinking and creativity; and, generate suggestions for improving effectiveness and efficiency.
- Ability to assess situations to determine the importance, urgency and risks; and, make clear decisions which are timely and in the best interest of the organization.
- Comprehensive knowledge of generally accepted principles and practices of accounting and financial management.
- Considerable knowledge of generally accepted principles and practices of risk management.
- Widespread knowledge of local, state and federal laws.
- Thorough knowledge of office practices and procedures.
- Ability to acquire and maintain a valid Arizona driver's license.

**APPLICATIONS:** Applications and further information may be obtained from the Human Resources Department or online at [www.suncityaz.org](http://www.suncityaz.org)

**SELECTION PROCEDURE:** Experience listed on the application form will be assessed for appropriateness to the position requirements.

**LAST DATE TO APPLY:** Open until filled

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