

*Code: 5217*

*Title: FINANCIAL PROJECTS COORDINATOR-FINANCE*

**SUMMARY:** Forecasts, monitors and projects revenues for the county and its various districts, e.g., Stadium, Flood Control, and Library, from sources not controlled by specific county departments. Coordinates the county's tax assembly process with affected county departments, including the preparation of abstracts of value for each taxing authority, the calculation of property taxes for each affected parcel and the printing/mailing of property tax statements for each affected parcel.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Research and analyze national, state and local economic factors that affect the various sources of county income;

Research, analyze and monitor laws directly affecting the various revenue sources;

Design and build data models and use statistical analysis tools to facilitate forecasting and projecting anticipated county revenues;

Research and analyze property tax collection rates;

Prepare projections of revenues for the coming fiscal year for budgetary purposes;

Monitor designated revenues throughout the fiscal year, informing county management of the amount of and reason for any deviations from projections;

Prepare 5-year forecasts of the value of the property tax base of Pima County;

Prepare 5-year forecasts of other sources of county revenue;

Initiate and provide the County Procurement Department and County Attorney with specifications for bidding documents used in contracting for Tax Statement printing services;

Define, plan and enforce tax-related schedules to ensure that statutory requirements are met;

Schedule and lead meetings of affected county departments, offices and agencies to coordinate the tax assembly process;

Review and test outputs of the information systems used to calculate property taxes and state financial aid;

Coordinate the review and editing of property tax statement forms;

Serve as the primary liaison between the Pima County Treasurer, Assessor, Superintendent of Schools and the Arizona Department of Revenue for property tax issues;

Attend meetings and conferences with various groups, agencies and individuals that provide information that supports the functions of the position.

#### **KNOWLEDGE & SKILLS:**

Knowledge of:

- financial project management and program administration;
- State of Arizona and Pima County property tax laws, procedures and policies;
- principles and practices of accounting, budgeting, auditing, and statistical analysis/modeling techniques relative to program administration;
- various financial and economic forecasting and projection techniques;
- principles and applications of fiscal and administrative reporting and contracts administration;
- financial trends and practices in the administration of public sector financial matters;
- capabilities and applications of automated accounting systems and related financial applications;
- applications of spreadsheet software and statistical analysis tools.

Skill in:

- developing and implementing operating policies and procedures for audit, analysis and maintenance of financial data;
- project management and group/team leadership;
- planning, organizing, and administering financial management and automated reporting systems;
- analyzing and resolving problems related to financial data, property taxes and billings;
- interpreting, negotiating, and administering contracts;
- compiling and submitting routine, recurring and specials reports for management consideration.
- communicating effectively, both orally and in writing;
- performing quantitative forecasts and projections.

MINIMUM QUALIFICATIONS:      EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business, economics, public administration, finance, accounting, or a related field as determined by the appointing authority at the time of recruitment and three years of professional accounting, property tax management or financial management experience.

[A Master's degree from an accredited college or university in one of the required disciplines may substitute for one year of the required experience]

OR

(2) Two years of experience with Pima County as a Principal Finance Analyst.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: Due to the potential need for access to courts, law enforcement, detention or correctional facilities, databases, financial data, and automated information systems, some may require satisfactory completion of a personal background investigation by law enforcement agencies.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.