



## Accountant

**Department:** Finance

**SUMMARY:** Administers and performs professional accounting work including preparing journal entries, account reconciliations, research and analysis. May direct/lead other staff concerning general ledger, payables, payroll, receivables, accounting and investment functions. Supervision is not a function of this classification. Receives direction from a higher level classification.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Maintain records including posting revenue, disbursements, and journal entries into the general ledger.

Prepare schedules and reconciliations of the general ledger, payables, cash receipts, and receivables.

Reconcile general ledger accounts.

Conduct the accounting, reporting and monitoring of Capital Assets and infrastructure, including the calculation of the City's development fees and prepares the annual report.

Collect, create and prepare budget documents; assist with the development of the annual budget.

Participate in the administration of the treasury function regarding banking and investments.

Assist with preparation of audits/schedules, payroll, financial statements, budget documents, and other reports.

Assist in the preparation of statements for the City's comprehensive annual financial report.

May reconcile monthly employee benefit invoices to include health, dental, vision, and life.

May oversee accounting software maintenance and participate in the redesign of systems and processes.

May process bi-weekly payroll, prepare invoices, reconcile and prepare quarterly and annual Federal and State reports; prepare adjusting journal entries for Water Utilities Community Facilities District (WUCFD).

May oversee accounts payable and receivables.

May develop, and distribute employee benefits statements.

May lead the work of lower level staff.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

## **KNOWLEDGE AND SKILLS:**

### **Demonstrated Knowledge of:**

City and Department procedures, policies and guidelines; Federal and State employment and tax laws, City Code, Arizona Revised Statutes, and IRS regulations.

Accounting and bookkeeping principles, policies, procedures and methods including Generally Accepted Accounting Principles (GAAP), General Accounting Standards Board (GASB).

Governmental budgeting and organizational structure.

Employer's Tax Guide and various IRS regulations.

Cash management processes.

Modern payroll processes.

### **Skill in:**

Establishing and maintaining cooperative working relationships with vendors, coworkers and other individuals in contact during the course of work; communicating clearly and concisely.

Reviewing, analyzing, and reconciling a variety of financial records and reports.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software; standard office equipment; proficient typing, data entry, and 10-key touch.

Assessing and prioritizing multiple tasks and demands.

## **MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Bachelor's degree in Accounting, Finance or related field and one (1) year paid fulltime professional\*\* experience in accounting and/or general finance; OR, two (2) years' experience in clerical financial activities.

\*\*Experience in account keeping, bookkeeping or other clerical financial or record keeping activities is not considered professional experience in accounting or general finance.

## **LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds. Some evening and weekend work may be required.

Adopted:

Revised: Feb, 2009; May, 2012; Nov, 2014; Aug. 2015; Aug.2018; Dec. 2018