

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 26, 2013
CLOSING DATE: OCTOBER 10, 2013

DEPARTMENT: Finance

POSITION: Accountant

LOCATION: Globe

JOB CODE: 13-107

ANNUAL SALARY: \$34,548.80-\$51,292.80 DOE

NATURE OF WORK

Performs difficult accounting work including the examination, analysis, maintenance, reconciliation, and verification of financial records; may develop and implement new accounting controls and procedures.

DUTIES AND RESPONSIBILITIES:

- Reviews accounting and financial documents to ensure accuracy of information and calculations and makes correcting entries; examines supporting documentation to establish proper authorization and conformance with contracts and other agreements, policies and appropriate regulations; reconciles revenue and expenditures with County records.
- Reconciles complex transactions, grant funds and financial activities to the general ledger according to policies and procedures; records changes, reconciles and resolves differences; reviews and investigates financial and accounting records; assures fund integrity, and resolves issues as required.
- Prepares accounting, statistical, management, grant and specialized reports on a daily, weekly or monthly basis as necessary requiring analysis and interpretation.
- Prepares, reviews, and monitors grants, contracts, claims and other fiscal agreements and proposals; develops and manages contract and operating budgets; monitors expenditures to ensure compliance with grant cost principles.
- Develops contracts and prepares amendments as needed to ensure compliance with Federal and State grant laws and regulations.
- Verifies and updates assessment tax information, taxes collected and apportions the distribution of collected taxes to the proper taxing authority; performs all changes, corrections and additions to the actual tax rolls; reviews income, disbursements and taxes prior to posting; posts cash journal entries.
- Processes and issues warrant checks for payroll, expenses, schools and special districts; verifies funds are available to process.
- Records and tracks all County investments in order for earnings on invested funds to be apportioned accurately; prepares monthly reports to apportion interest and balance with the major accounting systems for the pool and investments made for special programs; prepares periodic reports regarding separate funding sources and trust accounts.
- Sets up and maintains funds, departments, budget units, project and object codes in Chart of Accounts; researches regulations and compliance issues and coordinates the development of new chart of accounts; locates and reviews inactive funds and follows up with departments on status.
- Assists external auditors as required in preparation of financial analyses and reports.
- Prepares monthly details, statements and treasurer reports.
- May verify uncollected taxes and prepares annual report for submittal to Board of Supervisors; Processes unclaimed property and trustee sales; notifies owners of excess funds.
- Provides assistance with developing and recommending financial policies, procedures and strategies as required.
- May provide assistance to payroll on issues concerning data accuracy, generation of reports, reconciliation of withholdings with invoices sent; report of federal and state taxes and submittal of payments, etc.
- May provide day-to-day direction and work training for accounting technical and office support staff and ensures compliance with departmental policies and procedures.

WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

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EMPLOYMENT STANDARDS:

Bachelor's Degree in Accounting and one year accounting experience preferably in public sector accounting; or equivalent combination of education, training and experience. A valid Arizona Driver's License.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Accounting principles and practices; governmental accounting processes; regulations governing accounting activities; accounting reporting requirements; auditing processes and procedures; budgeting principles and practices; automated accounting systems; general supervisory principles and practices.

Ability to: Assess and prioritize multiple tasks, projects and demands; interpret a variety of technical instructions and manage abstract and concrete variables; prepare accounting/financial reports; reconcile revenue and expenditure; prepare, maintain and analyze accounting information and records; ensure compliance with accounting regulations, standards and polices; communicate effectively orally and in writing; supervise the work activities of assigned personnel.

Skills in: Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and County policies and procedures; analyzing accounting issues, evaluating alternatives, and making logical recommendations based on findings; effective oral and written communication; establishing and maintaining effective working relations with co-workers and representatives from other local, state and Federal agencies.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.