

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: OCTOBER 14, 2015
REVISED: NOVEMBER 10, 2015
OPEN UNTIL FILLED

DEPARTMENT: Finance

POSITION: Accountant Senior

LOCATION: Globe

JOB CODE: 15-100

ANNUAL SALARY: \$45,177.00-\$50,598.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to, under general direction, supervise accounting functions and staff while performing a wide range of complex accounting duties that include the analysis, preparation and management of the County financial system.

The Accountant Senior is responsible for the direct supervision of accounts payable, payroll and the grants management staff of the Finance department. The individual in this position also has a significant role in the analysis, development and monitoring of the countywide budget. This position reviews and monitors applicable accounting rules, laws and regulations to ensure the County is in compliance.

SUPERVISORY RESPONSIBILITIES

Occasionally assigns work to other employees and supervises related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
<ul style="list-style-type: none">Responsible for the coordination and development of the annual Single Audit, Financial Statements and Expenditure Limitation Report. Performs internal control and compliance audits that relate to Countywide policies and procedures.Reviews the County's accounting principles, practices and procedures, as well as fiscal records to ensure compliance with County, State and Federal regulations.	50%
<ul style="list-style-type: none">Responsible for assisting the Finance Director with operational management of accounting staff including: accounting, budgeting, fiscal reporting, cash management and payroll activities.Identifies and recommends methods to improve the management and operations of the Finance Department to include: fiscal planning, strategic goal and objectives planning, and oversight of special projects.	25%
<ul style="list-style-type: none">Reviews and approves the processing of journal entries that involve grant and special fund activity. These may include; reclassification, fund transfers, revenue or expense accruals, and revenue adjustments. Provide monthly and periodic financial reports that represent the County's financial activities and budget variance analysis. Development of tax rates for special districts.	10%
<ul style="list-style-type: none">Monitors budget limitations and capacity while ensuring proper accounting functions for Grants, Capital Outlay and other budgeted line items are controlled in the Financial system.	5%
<ul style="list-style-type: none">Reconciles the general ledger and daily cash to the Treasurer's financial system to ensure financial representation is consistent between the Treasurer and Finance financial systems.	5%
<ul style="list-style-type: none">Prepares and reviews the quarterly payroll reports, W-2 forms and 1099 filings. Prepares, reviews and processes journal entries. Logs taxes and redeemed warrants received from the Treasurer's Office.	5%
<ul style="list-style-type: none">Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and approves for submission County-wide level budget; provides research support on department level budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation on organizational planning projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, participates in meetings and conducts meetings or group discussions.

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WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Accounting or related field.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Six (6) years governmental accounting experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Finance, accounting, payroll, accounts payable, labor laws, Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial administration, Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), regulations governing accounting activities, governmental auditing processes, business and personal computers, and spreadsheet software applications, County organization, operations, policies and procedure, financial forecasting and cost accounting practices.

SKILLS REQUIRED

Analytical thinking, reading, communicating diplomatically, customer service, developing training strategies , problem solving, developing alternative solutions, multi-tasking, 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.

ABILITIES REQUIRED

Express one's self orally, solve problems deductive reasoning, perform mathematical operations, make sense of multiple data, read and write at professional level. Assess and prioritize multiple tasks, projects and demands, interpret a variety of technical instructions and manage abstract and concrete variables, review financial information and prepare analytical reports, prepare, maintain and analyze accounting records, ensure compliance with accounting regulations, standards and policies and communicate effectively orally and in writing.

PHYSICAL DEMANDS

- May be required to lift work related materials and equipment up to 75 lbs.
- Constantly requires dexterity for keyboard operation; rarely requires dexterity for special gadgets and for special machines.
- Incumbents in this position may be required to walk to and from work site, stoop and twist.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

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.