

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED SEPTEMBER 22, 2016
CLOSING DATE: OCTOBER 6, 2016

DEPARTMENT: Finance

POSITION: Accountant

LOCATION: Globe

JOB CODE: 16-086

ANNUAL SALARY: \$39,807-\$44,583 DOE

PURPOSE OF THE JOB

The purpose of this position is to manage the accounting system and oversee financial operations throughout the organization.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Examines, analyzes, maintains financial records and verifies financial records and transactions.	20%
• 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.	10%
• Maintains administrative database for grant activity.	10%
• Assists departments and elected offices in developing and reporting financial performance measures and benchmarks.	10%
• Maintains vendor files by adding and updating information and determining their IRS reporting requirements.	10%
• Reviews and processes travel related claims, travel advances and travel reimbursements.	10%
• Provides support to County staff related to purchasing cards. Coordinates with the bank any updates to their system may need to be implemented with the County.	10%
• Reviews credit card statements for potential sales use tax reporting implications and compliance.	10%
• Assists in the development of new accounting controls and procedures.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position reviews, edits and provides recommendations on County-wide budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, participates in meetings or group discussions.

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.

Continued on back page...

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year).

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Accounting, or equivalent combination of education, training and experience.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Two (2) years accounting experience preferably in public sector accounting; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Customer and personal service, English language and composition, finance, accounting and Federal, State, Local laws, regulations, statutes.

SKILLS REQUIRED

Analytical thinking, reading, customer service, problem recognition, problem solving, analyzing systems, analyzing operations and troubleshooting.

ABILITIES REQUIRED

Express one's self orally, make sense of multiple information, multi-task, read and write at professional level and deductive reasoning.

PHYSICAL DEMANDS

- Occasionally stands to present.
- Constantly sits to complete report, operate computers, complete a program and to attend to other duties.
- Occasionally lifts under 10 lbs.
- Constantly requires dexterity for keyboard operation.
- Regularly walks to and from work sites. May be required to bend and twist to reach and grab work related materials.

WORK ENVIRONMENT

Incumbents in this position constantly work in an office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk; on rare occasions incumbents in this position may become exposed to telephone verbal abuse by customers or citizens.

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.