GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED SEPTEMBER 22, 2016
REVISED: SEPTEMBER 26, 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 provide support to management and departments with specific responsibility for the processing, recording, updating and reconciling of fiscal information in compliance with established policies and providing instruction, recommendation and/or accounting support to other personnel and analyzing expenditures against budget. This position may also be responsible for the operations of post-award grant administration and related accounting activities.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Performs complex accounting activities, which may include: reviewing, researching, and analyzing transactions; tracking and analyzing expenditures; reconciling and analyzing accounts; researching technical accounting issues; compiling and analyzing financial data; tracking capital project expenditures; monitoring general ledger accounts; reconciling accounts and financial system modules.	20%
• Performs bank statement reconciliation including case reconciliation between the Finance financial system and the Treasurer's financial system.	10%
• Responsible for financial reporting including determining the proper timing and application of revenue and expense recognition.	10%
• Assists in the preparation of budgets, including assembling, reviewing and evaluation of supporting accounting and statistical data. • Assists in preparing and implementing annual budget and accounting related policies and procedures; makes recommendations and/or updates to existing accounting policy and procedures.	20%
• Performs post-award grant administration and related accounting duties; including budget and expense analysis, periodic invoicing, financial reporting, labor distribution changes and associated communications with other employees. This also includes preparation of the County's annual Schedule of Financial Awards (SEFA) and verifying information from documents and journals.	10%
• Responsible for all administrative processes related to asset management including accurate tracking reporting, depreciation and disposal.	10%
• Assists in the preparation of the annual financial statements and works closely with outside auditors to complete the annual audit including the annual expenditure limitation report.	20%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

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

PROJECT RESPONSIBILITIES

Provides project research and clerical support on organizational planning projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, participates in 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

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

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 procedures, financial forecasting, cost accounting practices. Cuistomer service and English language and composition.

SKILLS REQUIRED

Analytical thinking, reading, communicating diplomatically, customer service, developing training strategies, problem recognition, 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, solves problems using deductive reasoning, perform mathmatical 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 analystical reports, prepare, maintain and analyze accounting records, ensure compliance with accounting regulations, standards and policies, communciate effectively orally and in writing.

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, rarely lifts up to 25 lbs.
- Constantly requires dexterity for keyboard operation.

WORK ENVIRONMENT

Incumbents in this position perform work in an office environment where the physical demands require sitting for extended periods of time; may work under stress of deadlines.

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.

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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.