



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
Senior Accountant - Finance Department

Pay Grade: 74 Pay Range: \$27.19 to \$38.07 per hour plus benefits

New employees usually start at beginning level of pay range.

FLSA Status: Exempt (not eligible for over time)

Candidate of choice must pass pre-employment drug test and criminal background check.

Training and Experience: Education equivalent to a Bachelor's Degree with major course work in Accounting, Finance or closely related field and a minimum 2 years in professional level accounting, finance or closely related work. Supervisory experience preferred.

Essential Duties: Perform professional accounting work which requires the application of Generally Accepted Accounting Principles (GAAP) and sound internal controls. Reviews and analyses accounting activities, transactions, and reconciliations. Oversees month-end and year-end processes working with various departments making sure all revenues and expenditures are accounted for. Lead the preparation of the CAFR and other financial statements for the City including reports for the Municipal Property Corporation and Acker Trust. Completes various surveys, rate calculations and special reports as needed. Responds to questions and requests for information from employees, managers, and the general public and serves as a professional accounting resource to assist in special projects or in the implementation of new systems or processes. Approves and monitors purchasing information from a variety of departments as needed. Supervises the activity of general Accounts Receivable and Accounts Payable staff. Performs other duties as assigned.

Knowledge, Skills, and Other Characteristics:

Knowledge of: Knowledge of the principles and practices of public accounting, particularly governmental accounting, Generally Accepted Accounting Principles, Governmental Accounting Standards and sound internal controls. Knowledge of Federal, State, and local laws relative to Federal grants, payroll and public accounting. Knowledge of City transaction practices and procedures. Knowledge of software applications including spreadsheet, database, and word processing specifically Microsoft Office software products. Knowledge in or experience using ERP software applications, preferably Munis or other general ledger accounting software. Knowledge of supervision principles and practices.

Skill in: Skill in operating a variety of office equipment, including personal computers, telephones and calculators. Skill in the use and interpretation of accounting terminology. Skill in communicating effectively both orally and in writing. Skill in maintaining accounting records and report preparation. Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, and City residents.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required office equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the radio and telephone.

Applicant must be free from mental disorders which would interfere with performance of duties as described.

Deadline: Applications must be received by October 4, 2012

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (928) 777-1347 800-748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: personnel@prescott-az.gov **Visit our website at** www.prescott-az.gov

EEO/M/F/V/H/D/NSE Posted: September 12, 2012

Mark Woodfill _____
Finance Director

Mary Jacobsen _____
Human Resources Director

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.