



**TOWN OF PRESCOTT VALLEY**  
invites applications for the position of:

## **Accounting Technician II**

---

<b>SALARY:</b>	\$18.12 Hourly
<b>OPENING DATE:</b>	11/29/18
<b>CLOSING DATE:</b>	12/13/18 05:00 PM

### **DESCRIPTION:**

Under general supervision, performs an advanced level of paraprofessional accounting work and performs a variety of responsible paraprofessional purchasing duties in support of the procurement function.

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills and abilities. This list of duties is illustrative only, and is not a comprehensive listing of all functions and duties performed by positions in this class.

### **EXAMPLES OF DUTIES:**

Prepares, maintains and reconciles all grant financial information for analytical and reporting purposes. Provides assistance and training for the accounts receivable, accounts payable and payroll functions. Performs functions relating to maintaining the general ledger and subsidiary systems. Maintains the accuracy and integrity of financial systems and performs audits and reviews accordingly.

Completes all centralized Town purchasing duties: identifies purchasing opportunities, produces purchase orders, and ensures proper documentation is completed. Communicates with suppliers, contractors, and department staff regarding purchase requisitions, specifications, quotes, bids, proposals, contracts, orders and related matters. Reviews requisitions for consistency with standard specifications in order to assure commodities are acquired in compliance to public purchase standards. Creates and maintains a variety of computerized records such as vendor lists, inventory files and reports and finance records.

Communicates ideas effectively through oral, visual and written communication. Prepares quality written materials. Performs other duties as assigned which may include explaining procedures, training, handling unusual problems/situations and making decisions regarding matters related to the area of assignment.

### **TYPICAL QUALIFICATION:**

Education and/or experience equivalent to four years full-time work performing increasingly responsible accounts payable, accounts receivable and payroll duties. Associates degree or professional certification in accounting, business administration or related field or any combined education and experience that provides the required knowledge, skills and abilities. Additional experience in procurement preferred.

Apply online at [www.pvaz.net](http://www.pvaz.net).  
EEOE

*This classification description is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the*

*class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.*

---

APPLICATIONS <a href="http://pvaz.net/">http://pvaz.net/</a>	MAY	BE	FILED	ONLINE	AT:	Position #00364 ACCOUNTING TECHNICIAN II AD
7501 Prescott 928-759-3001	E Valley,		Civic AZ		Circle 86314	

---