



City of Tucson

ACCOUNTING TECHNICIAN

Recruitment #1802-0811-001

Apply at:

<https://www.jobapscloud.com/Tucson/sup/bulpreview.asp?R1=1802&R2=0811&R3=001>

Date Opened	3/9/2018 5:30:00 PM
Close Date	3/25/2018 11:59:00 PM
HR Analyst	Liliana Almeraz
Analyst Phone/Email	(520)837-4303 / liliana.almeraz@tucsonaz.gov
Salary	\$31,865.00 - \$50,731.00/year * Salary in accordance with Administrative Directives
Salary Grade	916
Department	Business Services Department
Job Type	Open to All Applicants (External, Internal)
Employment Type	Full-Time

The Business Services Department is seeking to fill multiple vacant positions with motivated, dependable and experienced individuals to serve as an Accounting Technician. Be part of a team that serves with integrity, professionalism, and strives for excellence in all we do.

Under the direction of a supervisor, this position will be responsible for supporting business service functions such as accounts payable, accounts receivable, purchasing and accounting. The Business Services Department is a new department created on February 6, 2018, merging Finance, Procurement and financial staff from multiple departments. As such, opportunities over the next several months will include staff members working in teams to improve processes, standardize tasks and contribute to city-wide training activities.

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General Description

Maintains and reconciles financial accounts and transactions.

Essential Functions

Maintains and reconciles accounts by preparing journal entries, comparing deposits, disbursements, and adjustments to bank statements and reports, researching and resolving discrepancies, differences and errors, attaching documentation to reports, and filing documentation

Prepares financial reports and forms by printing out or downloading financial information, entering information into spreadsheets, and other sources, reviewing information, and making corrections as needed

Processes payments by receiving and posting monies to accounts, assigning account numbers, preparing funds for deposit, preparing receipts, and distributing payments to the appropriate parties

Disburses funds by entering and preparing checks, attaching documentation, posting disbursements to accounts, preparing journal vouchers, balancing and updating reports, and filing

Maintains petty cash accounts, applies policies and procedures to operations and processing appropriated documents, reviews internal controls, identifies errors, and writes new procedures

Minimum Qualifications

Minimum Education Level & Type: 6 months vocational, administrative, or technical training post High School

Minimum Experience Qualifications: At least 2 years in small business accounting or related field

Preferred Qualifications

Over 1 year full-time experience performing entry level accounting duties within a state or local government

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Experience in Microsoft Office products

Experience in Enterprise Resource Planning (ERP) financial software

Selection Plan

Applicants who meet the minimum qualifications will be evaluated on the education and work experience in their employment profile and the responses to their supplemental questions. The highest scoring applicants will then be invited to participate in an Oral Board interview.

- Oral Board Interviews will be held: The week of April 9th, 2018

Upon completion of all examination processes, the highest scoring applicants will be placed on the Civil Service Employment List. An applicant's ranking on the Civil Service list will be based on their final score which will be calculated as:

- 20% of your rating for education and work experience
- 80% of your oral board interview

Finalists may be invited to a Hiring Interview the week of April 16th, 2018.

This recruitment will establish a civil service list that will be utilized to fill vacancies occurring within the next 6 months.

Veterans, Native American, or Disability preference points will be added to the final score for those that are placed on the Civil Service Employment List. If you qualify for preference points as outlined in the Employment Profile, you must upload your documentation as part of the application process or email it to Liliana.Almeraz@tucsonaz.gov. The DD 214 must be a copy that indicates characterization of service.

If you are in need of Americans with Disabilities Act-related accommodation during the testing process, please call Liliana Almeraz at least 48 hours prior to the evaluation.

Pre-employment Medical Testing Requirements

None

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To ensure accurate payroll information for tax purposes, the successful candidate will need to provide their original Social Security Card or original letter from the Social Security Administration with their social security number prior to beginning work with the City of Tucson.

The City of Tucson hires lawful workers only - US citizens or nationals and non-citizens with valid work authorization - without discrimination. Federal immigration laws require all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. In its efforts to meet the law's requirements, the City of Tucson participates in the E-Verify program established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to aid employers in verifying the eligibility of workers.

Retired City of Tucson employees receiving benefits from the Tucson Supplemental Retirement System who are considering reemployment with the City should be aware that pursuant to Section 22-37(g) of the Tucson City Code, retirement benefits shall be suspended during the period of reemployment with the City of Tucson unless you have been separated at least twelve consecutive months before returning to work AND you return to a non-permanent employment classification. Creditable service does not accrue during any reemployment period.