



MOHAVE COUNTY
invites applications for the position of:

Accounting Manager

SALARY: \$24.86 - \$38.58 Hourly
\$1,988.80 - \$3,086.40 Biweekly
\$51,708.80 - \$80,246.40 Annually

OPENING DATE: 01/25/19

CLOSING DATE: Continuous

JOB SUMMARY:

Mohave County Office of Financial Services is recruiting for an Accounting Manager.

Open until filled

Position may be underfilled as a Senior Accountant

Performs professional advanced level work involved in accounting, auditing and analysis and maintaining fiscal records and systems. Responsible for performing highly specialized accounting work required to maintain the general ledger. Supervise and review the work of other professional, technical and administrative support staff and engage closely with other departments as related to accounting, reviewing and approving payroll matters, the procurement of goods and services, reconciliation of revenue and banking items, and financial reporting and related analysis. Responsible for preparing annual financial statements and annual audit.

REPORTS TO

Work is performed independently under direction of a higher level of authority and requires exercising initiative and independent judgment and decisions in accordance with established procedures and regulations.

SUPERVISION EXERCISED

Exercises technical, functional and/or direct supervision of subordinates. May supervise Financial Services Department staff in absence of a higher authority.

ESSENTIAL JOB FUNCTIONS:

- Responsible for the development of policies, systems, procedures relating to internal financial controls.
- Provides advice and assistance to diverse county functions to ensure compliance with county policy, statutory requirements and generally accepted accounting principles, and government accounting procedures.
- Responsible for evaluating internal control processes to ensure segregation of duties and create electronic work flow processes that comply with the Uniform Accounting Manual for Arizona Counties (UMAC).
- Assist in development and implementation of new procedures and features to improve accounting processes and procedures and to enhance the workflow of the department.
- Ensure compliance with the financial procedures of the organization.
- Responsible for proper accounting and recordation of fixed assets and ensuring compliance with regulatory standards (GASB) for accounting and recording disposal of assets.
- Supervises, directs, and reviews the work of the accounting staff (including, but not limited to, cash reconciliations, trust account statement reconciliations, check runs,

accounts receivable transactions, fixed asset activity, payroll, accounts payable transactions, debt activity, recording of revenue and expenses, etc.) to maintain the general ledger and ensure all financial reporting deadlines are met.

- Coordinates monthly, quarterly, and annual closing activities.
- Produces annual financial statements and ad hoc financial reports.
- Provides technical assistance in the development and completion of schedules and reports.
- Monitors state and federal grant revenues and expenditures.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Maintains organized set of detailed records and files to document financial transactions.
- Resolves complex accounting issues or assists other personnel in resolving financial issues.
- Reviews general ledger on a monthly basis to ensure accuracy of posting.
- Engage in critical and confidential aspects of accounting.
- Advise management on matters of fiscal procedure and importance for the organization.
- Works with confidential data, which, if disclosed, might have significant internal effect or minor external effect.
- Responds to inquiries financial data and special reporting requests.
- Collaborates with the other finance department managers to support overall department goals and objectives.
- Monitors and analyzes department work to develop more efficient procedures and use of resources while maintaining a high level of accuracy

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Accounting, Business Administration with a major in Accounting.
- Four (4) years progressively responsible professional experience in comprehensive, centralized accounting and personnel systems providing governmental accounting and fiscal management services in public agency setting.
- OR an equivalent combination of extensive experience, education and training which provides the desired knowledge, skills and abilities may be considered.

SPECIAL JOB REQUIREMENT

- Must possess a valid driver's license for operation of motor vehicles on Arizona roads at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

- Principles, theories, practices and concepts of accounting including cost accounting, governmental accounting, enterprise accounting and accounting analysis procedures.
- Accounting principles, theory and practices and application, preferably in governmental settings.
- Fiscal administration and budgetary practices.

- Financial accounting, analysis, reporting and auditing practices.
- Strong understanding of Generally Accepted Accounting principles (GAAP) and Governmental Accounting Standards (GASB).
- Modern office procedures and practices, including record keeping and data security methods and techniques.
- Mohave County Personnel Policies and Procedures and Department policies and procedures.
- Principles and practices of management and management control.
- Governmental/non-profit accounting principles and procedures and data processing systems.
- Operating and capital budget concepts.
- Policies and practices associated with payroll and benefits administration.
- Personal computer and software applications

Skill in:

- Conducting critical analyses and research.
- Reconciling accounts.
- Preparing complex financial reports and documentation.
- Coordinating fiscal activities.
- Interpreting and applying applicable laws, codes, regulations, and standards.
- Utilizing a computer and relevant software applications in performance of work assignments, such as electronic spreadsheets, word processing, graphics and information technology.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.
- Communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Strong organizational skills and the ability to maintain detailed records.
- Performs other duties of a similar nature and level as assigned.

Ability to:

- Review, prepare and analyze accounting transactions.
- Establish and enforce proper accounting methods, policies, principles and procedures.
- Prepare financial statements and technical reports in accordance with varying regulations and reporting requirements.
- Coordinate and complete annual audits.
- Analyze, audit and interpret accounting records, financial statements, computer printouts and reports of financial and accounting systems for completeness and accuracy.
- Manipulate large amounts of data.
- Establish and maintain fiscal files and records to document transactions
- Gather and analyze appropriate relevant data and prepare and present clear, concise and accurate reports and related information.
- Improve systems and procedures and initiate corrective actions
- Manage and oversee the daily operations including: month and year-end process, accounts payable/receivable, cash receipts, general ledger, payroll and utilities, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity.
- Assign projects and direct staff to ensure compliance and accuracy, effectively direct and supervise.
- Work effectively under stressful conditions.
- Exercise initiative and sound judgment and to react with discretion under varying conditions.

- Establish and maintain effective and appropriate relationships with the public, other departments, other agencies, and employees.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- Work is performed in an office atmosphere.
- May be subjected to irregular schedules to ensure completion of work assignments.
- Position requires frequent sitting at desk or table using Computer Display Monitor and keyboard, and less frequent standing, walking, crouching, stooping,
- Work involves occasional lifting of objects less than 25 pounds and infrequent lifting of objects weighing 25 – 50 pounds.
- Dexterity of hands and fingers to operate standard office equipment, computer keyboard, and other equipment necessary to complete the required duties.
- Hearing and speaking to exchange information in person and on the telephone.
- Visual ability to read, and prepare/process documents.
- This classification does not meet the safety sensitive definition as outlined by Arizona Revised Statute, § 23-493 et seq.

WORK CONTACTS

Regular contact with associate personnel, other county departments, and agencies to gather required information, submit timely documentation, provide explanations, coordinate activities, gather required information, respond to inquiries, and resolve and correct problems.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/mohavecountyaz>

Position #02311
ACCOUNTING MANAGER
RK

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