**Apply Link:**

[**https://www.flagstaff.az.gov/Jobs.aspx?UniqueId=172&From=All&CommunityJobs=False&JobID=Accountant-1755**](https://www.flagstaff.az.gov/Jobs.aspx?UniqueId=172&From=All&CommunityJobs=False&JobID=Accountant-1755)

**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: July 12, 2019**

**Vacancy No: 063-19**

**Position Title: Accountant**

**Division / Section: Management Services / Finance**

**Position Status: Full Time; FLSA Exempt; Benefit Eligible**

**Work Week: Monday – Friday; 8am-5pm**

**Salary Range: $47,873.07 - $50,745.45 Annually DOE**

**Closing Date: July 26, 2019**

Actively supports and upholds the City’s stated mission and values. The Accountant position is part of a broadband series in which incumbents are responsible for performing a wide variety of tasks. Duties range from routine to the most complex of accounting projects and responsibilities requiring incumbents to take initiative, make judgment calls, and make decisions for the projects/processes for which they are assigned. There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on progressive responsibility and experience, continuing education, and professional development.

In addition, employees are expected to exercise considerable judgement, initiative, and professional skills in financial administration, knowledge of acceptable accounting practices, and coordination of projects with final financial project completion.

**ADMINISTRATIVE DUTIES:**

* Supervisory: This job may have lead worker responsibilities (coordinating and monitoring the work of others) but does not supervise.
* Budgetary: This job has partial responsibility for budgeting including reviewing, reconciling, and adjusting Division budgets. Incumbents are also responsible for having an in-depth knowledge of 10-year plans to allow for better forecasting.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities in order to reach the stated goals and objectives.
* Policies/Procedures: This job has responsibility for providing input and assisting with implementation of policies and procedures.
* Compliance: This job has responsibility for ensuring compliance requirements are met for financial reporting and are presented in accordance to established accounting standards set by GAAP and GASB.
* Council Communications: This job may have partial responsibility reviewing and working with Divisions as they present information for the budget process (including providing information on expenditures, research, and expertise on forecasting).
* Reporting: This job has responsibility for preparing reimbursement requests for federal, state, and intergovernmental agreements.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY):**

* Works with internal divisions to assist with financial questions, analysis of data, and providing division specific input.
* Analyzes the completeness and accuracy of prepared budget data provided from Divisions.
* Prepares work papers and assists external auditors on the annual financial audit.
* Prepares adjusting journals to financial records.
* Complies with financial reporting requirements as they relate to federal, state, and local grant requirements.
* Provides excellent customer service to both internal and external customers.
* Performs related duties, as assigned.
* Reviews general ledger accounts to ensure proper reporting of financial information in accordance with established accounting practices and rules.

**MINIMUM REQUIREMENTS:**

* Bachelor’s degree in Accountancy or closely related field
* Two years of professional accounting experience
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements

**DESIRED EXPERIENCE AND TRAINING:**

* One year of experience in governmental accounting and/or budgeting.

**OTHER REQUIREMENTS:**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY):**

* Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
* Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
* Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to solve problems involving several concrete variables in a systematic way effectively and efficiently.
* Ability to apply accounting principles and standards at all technical levels.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT:**

* While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
* The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.
* The noise level in the work environment is usually moderate.

**CLASSIFICATION INFORMATION:**

* Broad Band B71-3, FLSA exempt.

**TO APPLY ONLINE:**

In order to apply for this position, you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**