



CITY OF YUMA
Department of Human Resources
One City Plaza
Yuma, AZ 85364

<http://www.YumaAz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Accounting Manager**

An Equal Opportunity Employer

SALARY

\$2,973.70 - \$4,163.18 Biweekly \$6,443.02 - \$9,020.22 Monthly \$77,316.20 - \$108,242.68 Annually

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 08/27/19

CLOSING DATE: Continuous

THE POSITION

Please see the attached link for additional recruitment information:

https://www.yumaaz.gov/documents/human-resources/employment/Accounting_Manager_posting_final_8.26.19_copy_1.pdf

Under general supervision, manages the Accounting work group, including accounts payable & receivable, financial reporting, payroll; coordinates financial audits, and produces the Comprehensive Annual Financial Report; manages staff, and assures compliance with state and Federal regulations, City policies and procedures, and government accounting standards.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages Accounting operations, including accounts payable & receivable, financial reporting, payroll; monitors internal financial controls, and assures compliance to state and Federal regulations, City policies and goals, and government accounting standards.
- Manages, coaches and trains staff, and evaluates performance; meets regularly with staff to discuss and resolve priorities, workload, resource allocation, technical issues, quality standards, and services; monitors workload, special projects and assignments, and assures that quality and timeliness standards are met.
- Researches Accounting issues, and evaluates and analyzes financial data and trends; reviews and evaluates records, technical documents, and ledgers for accuracy and compliance to policies.
- Interprets laws, rules, regulations and guidelines governing financial procedures; assures all financial issues are properly addressed and resolved; assures effective communication of financial issues.
- Manages the collection, analysis and reporting of financial data; tracks revenue, expenditures, and evaluates compliance to financial plans and budgets; reviews and reports City's financial status, cash flow, and anomalies.
- Assists auditors as required in preparation of annual financial analyses and reports; coordinates development and preparation of internal and external financial reports,

consolidated financial statements, and Comprehensive Annual Financial Report (CAFR); manages the preparation and filing of interim and special financial and performance reports.

- Manages city treasury and investment functions; analyzes and coordinates cash flow requirements for all funds and operations; directs investment of city funds and administers contracts with external investment agencies and Arizona State Treasurer's office; monitors investment policy as established by City Council; recommends and implements changes therein.
- Maintains city banking relationships; manages contracts and serves as liaison with financial institutions for banking.
- Conducts in-depth analysis of complex financial data, and prepares appropriate journals and ledger entry adjustments; monitors service provider contracts.
- Manages training and cross-training programs for Finance Department and City staff.
- Supports the relationship between the City of Yuma and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; promotes the City goals and priorities, and complies with all City policies and procedures.
- Maintains absolute confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

Bachelor's Degree in Accounting, Finance, or Business Administration; AND five years experience with government financial operations, including supervisory experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- City organization, operations, policies and procedures.
- Government/Financial Accounting Standards Boards (GASB/FASB), and Government Finance Officers Association (GFOA) standards, practices, policies, rules, and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Government Auditing Standards for Public Sector financial management, including payroll, treasury, grant funds and public debt management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Principles and practices of public sector administrative management, including performance management, personnel rules, procurement, and contract management.
- Business and personal computers, and financial spreadsheet software applications.
- General ledger reconciliation standards.

Skill in:

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Researching, analyzing and interpreting financial documents and financial reports, and assuring compliance with all regulatory requirements governing municipal financial activities.
- Reviewing interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Assessing and prioritizing multiple tasks, projects and demands.
- Managing staff, delegating tasks and authority, and coaching to improve staff performance.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Arizona State Driver's License may be required. Certified Public Accountant (CPA) designation is strongly desired; however, MBA or related degree, CPA candidate, Certified Public Finance Officer, or Certified Government Financial Manager will be considered in lieu of CPA designation.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment; may be required to bend, reach, stoop, and lift objects.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.YumaAz.gov>

OR

One City Plaza,
Yuma, AZ 85364

EXAM #2019-00216

ACCOUNTING MANAGER

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Accounting Manager Supplemental Questionnaire

- * 1. By marking "Yes", I understand that my answers to the supplemental questions must be verifiable in the education and/or work experience section of my job application.
 - Yes
 - No
- * 2. For further consideration, you MUST complete the Work Experience section of the application and attach a detailed resume. Failure to do so will result in your application being removed from further consideration. It is not acceptable to answer any part of the application or this supplemental questionnaire with "See Resume".
 - I agree and have completed the application and attached a detailed resume.
- * 3. Do you possess a Bachelor's Degree or higher in Accounting, Finance, or Business Administration?
 - Yes
 - No
- * 4. Do you have five (5) years experience with government finance and budget operations, including supervisory experience?
 - Yes
 - No
- * 5. If you answered "No" to question #3 or #4, do you have an equivalent combination of education, training and experience to perform this work?
 - Yes
 - No
 - N/A
- * 6. If you answered "Yes" to Question #5 , briefly explain how your equivalent combination of education, training and experience provides you the ability to perform successfully in this role. If this questions does not apply, please enter N/A.
- * 7. Do you possess a Certified Public Accountant (CPA) designation? It is not required, but strongly desired.
 - Yes
 - No
- * 8. In lieu of a CPA designation, one of the following will be considered. Please select any of the following options you possess.
 - MBA or related
 - CPA Candidate
 - Certified Public Finance Officer

Certified Government Financial Manager

None of the above

9. Please explain your experience in preparing a comprehensive annual financial report. If none, type "N/A".

* 10. This position may require a valid Arizona (AZ) Driver License (DL) at the time of hire. Do you possess an AZ DL or have the ability to obtain one at the time of hire?

Yes, I possess an AZ DL.

Yes, I have a valid drivers license from another state and I am able to obtain an AZ DL by the time of hire.

No, I am not able to obtain a valid AZ DL by the time of hire.

* Required Question