



## ACCOUNTING MANAGER JOB OPPORTUNITY

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SALARY: DOQ  
STATUS: Full-Time  
FLSA: Exempt  
OPENING DATE: 04/08/2021  
CLOSING DATE: Until Filled

### POSITION PURPOSE

Under the direction of the Finance Director perform the duties of the Finance Department including: General Ledger, Accounts Payable, Accounts Receivable, Financial Reporting, Payroll, and Utility Billing. Responsibilities include supervision of the Accounting Assistant and the Lead Utility Billing Specialist. This position will be instrumental in developing and improving financial procedures, processes, and policies with the potential to be a growth/leadership opportunity.

### ESSENTIAL FUNCTIONS AND ABILITIES

- Experience and knowledge in governmental accounting, GAAP, GASB and grant administration.
- Possess strong analytical skills and interpersonal skills.
- Interpret and apply accounting theory, laws, regulations, and policies and procedures.
- Have a "can-do" attitude with a demonstrated track record of achievement.
- Understand subsystems making up the general ledger to ensure accuracy of the general ledger.
- Assist in the preparation of the Comprehensive Annual Financial Report as well as the annual budget.
- Experience with the GFOA's annual award for Certificate of Achievement for Excellence in Financial Reporting process.
- Responsible for preparing payroll and related reporting/reconciliations.
- Prepare miscellaneous accounts receivable billings, performing bank reconciliations, creating, and entering journal entries.
- Prepare year-end accounting entries, schedules, statements, and reconciliations-for the financial statements and auditors.
- Responsible for the Town's TPT and use tax compliance.
- Experience and knowledge of accounting software and MS Office applications.
- Knowledge of the Caselle finance software modules is preferred.
- Must be a TEAM PLAYER.

### SUPERVISION - RESPONSIBILITY FOR THE WORK OF OTHERS

- Directly supervise the Accounting Specialist and Lead Utility Billing Specialists.

**MINIMUM EDUCATION, TRAINING OR EXPERIENCE**

- Bachelor's degree in accounting, finance, Economics, or related field.
- Certified Public Accountant (CPA), Certified Public Finance Officer (CPFO) or Certified Government Financial Manager (CGFM) designation is desirable.
- Knowledge of GAAP and GASB.
- Five (5) years of experience in accounting with three (3) plus years of experience in accounting in a municipal setting.
- A valid Class D Driver's License.

**APPLICATION PROCESS**

- Applicants must complete a Town Employment Application form. Resumes only are not acceptable but can be attached to the completed Employment Application. Applications are available at Human Resources, 37622 N. Cave Creek Road, Cave Creek, AZ. (480) 488-6612; <https://cavecreekaz.gov/jobs.aspx> or contact [ballen@cavecreekaz.gov](mailto:ballen@cavecreekaz.gov) to obtain a copy of the job posting and application by email.

**Equal Employment Policy:** Each applicant is considered solely on the basis of his/her qualifications as required for the position he/ she seeks. The Town does not discriminate based upon an applicant's political or religious opinions or affiliations, or because of his/ her race, creed, color, sex, national origin, age, disability, sexual orientation, gender identity or marital status. A standard six-month probationary period must be served. The probationary period, however, may be extended depending on the incumbent's performance. Applications for current vacancies will only be accepted until the closing date specified.

**Immigration Reform Act Notice:** To conform with the *Immigration Reform Act of 1986*, the Town of Cave Creek must verify the right to work in the United States of every individual hired. In the event you are selected for employment, you will be required to provide the appropriate documents to the Personnel Department. Failure to provide these documents will result in termination.

*The Town of Cave Creek is an Equal Opportunity Employer.*