



CITY OF AVONDALE
invites applications for the position of:
**Accounts Payable and
Payroll Manager**

An Equal Opportunity Employer

SALARY:

\$87,644.15 - \$127,084.23 Annually

OPENING DATE: 04/08/21

CLOSING DATE: 04/22/21 11:59 PM

JOB DESCRIPTION:

The hiring salary range is \$87,644.15 - \$127,084.23 annually

The City of Avondale's Payroll Supervisor will be responsible for all state and federal reporting, handling transactions as simple as data entry into a payroll system to more complex such as unemployment claim calculations. This is a full-time exempt position with benefits that reports to the Assistant Finance & Budget Director.

Oversees, evaluates, and supervises the day-to-day operations and maintenance of the City's payroll and accounts payable (AP) functions, systems, and staff. Advises City departments on payroll and accounts payable policies and technical procedures and maintains the integrity of the City's financial system general ledger. Responsible for all state and federal reporting, handling transactions simple as data entry into a payroll system to more complex such as unemployment claim calculations.

**ESSENTIAL
FUNCTIONS:**

Oversees the processing of departmental timecards and exception requests, coordinates the preparation of internal and external payroll reports, and provides oversight for payroll including quarterly and year-end reporting.

Coordinates payroll and accounts payable wire transfers and automated voice transfers, and evaluates, develops, and recommends changes in payroll and AP systems and procedures, and maintains controls for the systems.

Reports and pays the employer and employee taxes, premiums, and miscellaneous withholdings to appropriate agencies, processes wage assignments and legal levies against wages, and reviews, verifies, and periodically updates payroll and fringe benefits.

Creates and maintains written procedures identifying appropriate internal controls, administrative regulations, and appropriate State, Federal, and legal support for accounts payable and payroll processes performed, and ensures City compliance with Federal, State and City regulations.

Coordinates the preparation for and implementation of major change initiatives such as the implementation of new accounts payable and/or payroll systems and the implementation of new financial models and mandated system

changes, establishes priorities, sequences and milestones, coordinates activities with other departments and staff and provides status reports/updates.

Maintains various account and ledger reconciliations including the review of AP and payroll transactions to ensure accuracy and correcting as necessary.

**JOB
REQUIREMENTS:**

Bachelor's degree in Accounting, Business, Public Administration, Finance or closely related field. Knowledge and abilities necessary to perform the work.

Five (5) years of experience in professional accounting, general ledger, and payroll work including at least two (2) years of supervisory experience or equivalent combination of experience and training.

Must possess a valid Arizona Driver's License.

**SUPPLEMENTAL
INFORMATION:**

Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as business math.

Work requires the ability to read manuals, legal and professional papers, financial statements, vendor invoices, and general ledger reports.

Work requires the ability to write at a college equivalent level or higher on documents and correspondence to internal and external customers. Written documentation includes, but is not limited to, assessment letters, council reports, and interpretations.

Work requires the ability to understand, interpret, and explain in plain language complex legal requirements, rules, and regulations, as well as the ability to comprehend and follow oral and written instructions.

Responsibilities include supervising professional-level accounting staff. Requires absolute objectivity and confidentiality with all employee and all payroll data.

Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.

Work requires adequate planning, scheduling, performing of audits and related work, and supervision to ensure that a high level of productivity is maintained.

The incumbent in this position has contact with City vendors to audit and resolve accounts payable issues. In addition, the incumbent works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. The employee must maintain regular attendance. Ability to work in a constant state of alertness and safe manner.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.avondaleaz.gov/careers>

CONTACT HR WITH QUESTIONS AT:

11465 W. Civic Center Avenue

Human Resources Department

Avondale, AZ 85323

623-333-2200

623-333-2214

hr@avondaleaz.gov

Job #2021-00032
ACCOUNTS PAYABLE AND PAYROLL MANAGER

TF

An Equal Opportunity Employer
