



**CITY OF GLENDALE (AZ)  
invites applications for the position of:**

**Accountant, Sr. -  
Community Services**

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**SALARY:** \$60,103.00 - \$90,155.00 Annually  
**OPENING DATE:** 11/12/21  
**CLOSING DATE:** Continuous

**DESCRIPTION:**

Performs professional level staff work in one or more functional accounting areas.

This position will be assigned to the Community Services Department and will serve the Community Revitalization and Community Action Program Divisions, as well as limited service to the Glendale Housing Authority. The selected candidate will be responsible for financial management and reporting related to the City's CDBG, HOME, ESG, NSP, CSBG, LIHEAP, ERAP and other federal grant funds related to housing, infrastructure, public services to vulnerable groups and assistance to residents in crisis and those experiencing poverty.

**Note:** Position open until filled. Next review of applications November 29, 2021.

**ESSENTIAL FUNCTIONS:**

1. Maintains general and subsidiary ledgers, and registers and submits special, periodic, and fiscal financial reports.
2. Reconciles and analyzes General Ledger, account for governmental enterprise and minor grant funds.
3. Maintains complete cost accounting and accrual records, and prepares and submits monthly analysis of expenditures and revenues.
4. Prepares audit work papers and close-out for the fiscal year, and prepares oral or written answers to audit questions for the annual independent audit; and assists independent auditors in locating documentation to support financial records.
5. Prepares notes and financial statements for the Comprehensive Annual Financial Report.
6. Prepares and maintains various documents relating to city grants and grant accounting to ensure compliance with federal, state, and local laws.
7. Reconciles cash from the various funds.
8. Manages the city's daily cash flow.
9. Interprets and implements city's investment policy. Works with city's outside investment advisor and bank. Conducts authorized investment transactions on behalf of the city.
10. Maintains accurate records of all city transactions.
11. Prepares journal entries.
12. Prepares schedules for bond payments.
13. Prepares and files monthly tax reports, including employer taxes, sales tax, and excise fuel tax.
14. Prepares special project analysis of other related accounting and administrative work as required.

15. Answers questions from other departments and the general public regarding financial issues.
16. Prepares election financial reports.
17. May provide training to Accountant I as required.
18. Works with outside agencies (bond rating agencies, bond counsel, D.E.Q. Wastewater Revolving Fund, financial advisors) to provide assistance and timely, accurate information.
19. Represents city's financial interests in SROG-91st Avenue.
20. Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS/SPECIAL REQUIREMENTS/SUCCESS FACTORS:**

Bachelor's degree in accounting or a related field and three years of accounting experience.

**Knowledge of:**

Generally accepted accounting principles, practices, and procedures, and their application for governmental proprietary accounting  
 Federal, county, state, and local laws, codes and regulations applicable to governmental accounting  
 City's chart of accounts and investment policy  
 Computers and applicable software

**Ability to:**

Analyze and evaluate accounting and auditing problems  
 Develop accounting data in preparation of reports and statements  
 Work independently  
 Establish and maintain effective working relationships with city staff  
 Communicate effectively verbally and in writing

*Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.*

**Success Factor Classification Level - Professional/Supervisory**

<b>Success Factors</b>	<b>Definitions</b>	<b>Classification Levels</b>
<b>Personal Accountability &amp; Integrity</b>	Takes personal responsibility for the quality and timeliness of work and in complying with organizational rules, policies and procedures. Earns others' trust and respect through consistent honesty and professionalism.	Foundational, Professional/Supervisory, Managerial, Executives
<b>Teambuilding &amp; Collaborative Relationships</b>	Inspires and fosters team commitment, spirit, pride and trust; develops cooperative working relationships with others.	Foundational, Professional/Supervisory, Managerial, Executives

<b>Effective Communication</b>	Conveys information respectfully, credibly, and effectively.	Foundational, Professional/Supervisory, Managerial, Executives
<b>Continuous Learning &amp; Development</b>	Assesses and recognizes own strengths and weaknesses; takes initiative in pursuing self-development and learning to expand skills and increase knowledge.	Foundational, Professional/Supervisory, Managerial, Executives
<b>Commitment to Service Excellence</b>	Strives to excel in meeting the needs of both internal and external customers in a fair and equitable manner. Delivers high-quality services with a commitment to continuous improvement.	Foundational, Professional/Supervisory, Managerial, Executives
<b>Innovation</b>	Applies original thinking in approach to job responsibilities and to improve processes, methods, systems or services.	Foundational, Professional/Supervisory, Managerial, Executives
<b>Leadership</b>	Promotes organizational mission and goals and encourages cooperation in support of organizational goals.	Foundational, Professional/Supervisory, Managerial, Executives
<b>Organizational Awareness</b>	Identifies fundamental values and beliefs to guide the organization into the future. Uses knowledge of the workings, structure and culture of the organization and political climate to solve problems and accomplish goals.	Foundational, Professional/Supervisory, Managerial, Executives

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

### **Working Conditions**

Office setting

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.glendaleaz.com>

Position #2021-02365  
ACCOUNTANT, SR. - COMMUNITY SERVICES

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