



## YUMA COUNTY

invites applications for the position of:

### General Ledger Supervisor

SALARY: \$28.83 - \$36.25/hr.

OPENING DATE: 4/25/22

CLOSING DATE: Continuous

***This position is advertised from the minimum to the mid-point hourly rate. Salary will be determined based on education and experience at the time of offer.***

#### **NATURE OF WORK:**

Under limited supervision, performs professional and technical public sector accounting work of considerable difficulty in the Financial Services Department; performs related work as required or assigned; this position has county wide responsibility.

#### **EXAMPLE OF WORK:**

*(Illustrative Only)* Supervises and evaluates assigned staff on daily operations within the divisions of the Finance Department; provides training, instruction, and orientation to new employees; participates in interviewing and selecting new employees; maintains the County's General Ledger system including, but not limited to; the Chart of Accounts, the Projects/Grants, the Accounts Receivable, and the Capital Assets portions of the main General Ledger system; develops and conducts system trainings to internal and external staff; ensures Federal, State and Local law compliance; responsible for monitoring the fund balances, cash flows and other line items as required; supervises and delivers training; provides accounting guidance to the General Ledger division staff; verifies daily journal entry requests through the general ledger, researches inconsistencies found, and processes journal entries to make necessary corrections and adjustments; assist in producing various complex accounting reports including Comprehensive Annual Financial Report (CAFR), Popular Annual Financial Report (PAFR) and other State and Federal required financial reports; reviews accounting records for accuracy; works with the various independent auditors; provides technical accounting guidance when developing, implementing and interpreting adopted policies and procedures; serves as purchasing liaison and approver as needed; maintains high standards of confidentiality; performs other projects and duties as assigned by Deputy Chief Financial Officer; regular and reliable attendance is required; performs other duties as assigned.

#### **EXPERIENCE AND EDUCATION:**

Bachelor's degree in accounting, business, finance, or a related field; AND five (5) years of experience in governmental accounting; three (3) years of supervisory experience; Preferred Qualifications: CPA preferred but not required; OR an equivalent combination of education and experience; requires successful completion of a background check.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: General Accepted Accounting Principles (GAAP); Unified Manual of Accounting for Arizona Counties (UMAC); Governmental Accounting Standards Board (GASB); federal and state regulations; public sector budgetary process; County's Comprehensive Annual Financial Report (CAFR).

Skill in: Auditing and internal control procedures; automated accounting systems and applicable software; payroll, accounts receivables, accounts payables, purchasing, and grants; accounts reconciliations; performing operational analysis of all areas, maintaining efficiency of logical and physical workflow; interpreting accounting principles, rules and regulations; performing complex mathematical computations and statistical projections; principles and practices of supervision, training, and performance management; analyzing complex financial records; preparing complex spreadsheets; concentrating on tasks despite distractions; organizing and presenting data to auditors; communicating ideas clearly and concisely, both orally and in writing to employees, other agencies and the public.

Ability to: Communicate effectively verbally and written; read, to write and synthesize data and reports; use modern office equipment and computer; assigning and leading the work of others; planning and organizing work; maintain a high standard of confidentiality; perform the essential functions of the job specifications with or without a reasonable accommodation.

**Work Environment:**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some stooping, kneeling, crouching and/or crawling and significant fine finger dexterity; generally the job requires 60% sitting, 20% walking and 20% standing; working at a computer monitor for extended periods required; the job is performed under minimal temperature variations and in a generally hazard free environment.

**EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE**

**APPLICATIONS MAY BE FILED ONLINE AT:**

<http://yumacountyaz.gov>

198 S. Main St

Yuma, AZ 85364

928-373-1013