



## *Employment Opportunity Accountant III*

### **City of Phoenix**

#### **ABOUT THIS POSITION**

The Accountant III position performs advanced professional accounting work, which requires the application of generally accepted accounting principles (GAAP) and sound internal controls. This position may analyze financial data and prepare financial statements and reports, calculate rates, coordinate audits, and serve as a professional accounting resource for special projects or major programs, and implement new systems or processes.

This position may also be responsible for preparing presentations and presenting information to high level executives, committees, or Boards. The Accountant III may supervise professional and paraprofessional accounting staff (e.g. account clerks) and may assist in managing major city accounting operations, such as payroll, accounts payable, accounts receivable, budgeting, rate development, grant management, and budgetary and GAAP accounting/reporting.

There are currently vacancies in the Finance, Water, and Human Services Departments.

#### **IDEAL CANDIDATE**

- Ability to continuously improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Ability to develop competencies in complex decision making, effective communication, personal and interpersonal skills, and managing projects.
- Ability to monitor the propriety of CIP expenditures for the City and/or Joint Ventures.
- Ability to coordinate federal/state grant activity including timely submission of financial expenditure reports and reimbursement requests.
- Ability to provide accounting expertise and ensure integrity of the Customer Care and Billing (CC&B) system and review transactions as needed.

#### **SALARY**

\$27.90 (minimum) - \$42.49 (maximum) hourly / \$58,032.00 - \$88,379.00 annually. Candidates may be hired up to \$88,379.20 depending upon qualifications.

#### **BENEFITS**

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days.

For more details, visit: [Unit 007 Benefits](#)

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

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#### [Pension Information](#)

#### **MINIMUM QUALIFICATIONS**

- Four years of progressively responsible experience as a professional accountant,
- Including some experience training and supervising paraprofessional and professional accounting personnel.
- Bachelor's degree in accounting, business or public administration or a related field.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).

The City of Phoenix has paused plans to implement a federal mandate requiring all city employees be vaccinated against COVID-19. This decision comes after a series of legal challenges and a ruling from a federal judge which temporarily halts the COVID-19 vaccine mandate for federal contractors nationwide. If the requirement is reinstated, the City of Phoenix may require new hires to provide proof of full COVID-19 vaccination status as a condition of employment. After a conditional offer has been extended, candidates may request a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

#### **PREFERRED QUALIFICATIONS**

The minimum qualifications listed above, plus:

- Experience compiling financial statements using both budgetary and accrual basis accounting.
- Experience contacting departments and reviewing lease accounting transactions to ensure accuracy and completeness (related to GASB Statement No. 87 leases).
- Experience reconciling and recording all applicable journal entries for community facilities districts (CFDs).
- Experience assisting with the preparation of ad-hoc financial reports.
- Experience preparing and/or reviewing financial statements for the Annual Comprehensive Financial Report (ACFR) for the Multi-City Operating Group (SROG) and Val Vista Water Treatment Plant (VWTP) Joint Ventures, as well as providing support.
- Experience preparing, reviewing, and approving various journal entries, payment control documents, and the reconciliation of various general ledger accounts.
- Experience directly preparing financial statements such as a balance sheet and income statements.
- Experience working directly with either internal or external auditors in your previous professional roles.

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- Experience communicating with middle management staff, executives, committees, or Boards, and working in a team environment.
- Experience working on and/or managing interdepartmental efforts/projects.
- Experience with supervising staff, such as hiring and firing; handling disciplinary issues; coaching; and conducting performance evaluations.
- Experience handling accounting duties for debt.
- Experience working with and creating schedules for the annual financial report.
- Experience in creating, monitoring, and analyzing Capital Improvement Program (CIP) budget processes.
- Possesses a completed undergraduate degree in accounting, finance, or economics.

### RECRUITMENT DATES

Recruitment closes September 1, 2022. All materials must be received by 11:59 p.m. on this date.

This recruitment and any interview process as a result of this recruitment may be used by multiple hiring managers and multiple departments throughout the City to fill any related current or future vacancies; other recruitments and appropriate eligible lists may also be considered.

### HOW TO APPLY

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

### WE ARE HERE TO HELP

- During the current health crisis, job interviews may be held by video or audio conference.
- Please be aware that you may be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

### REFERENCE

Accountant III: Job Code 03240, ID# 46638

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City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.