

TOWN OF GUADALUPE

- Accountant III -

DEPARTMENT: Finance **CLASSIFICATION:** Non-Exempt
FLSA DESIGNATION: Hourly / non-Exempt
SALARY RANGE: \$22-25/hour **APPROVED BY:** Town Manager

REPORTING RELATIONSHIPS

Position Reports to: Finance Director
Positions Supervised: None

DISTINGUISHING FEATURES OF THE CLASS

The Accountant III performs professional accounting work related to payroll, accounts payable, grant programs and the general ledger. Under the direction of the Finance Director, the Accountant III performs high-quality accounting and finance functions and is responsible for overseeing and assuring accurate and timely processing of bi-weekly payroll, weekly disbursement checks, and payroll reports. The Accountant III is also responsible for: administering employee benefits, performing general accounting functions related to the general ledger, and purchasing materials, supplies, and equipment for the Town. The Accountant works under the general supervision of the Finance Director.

ESSENTIAL FUNCTIONS AND DUTIES

- Process all new-hire paperwork.
 - Process payroll, prepare payroll reports, and process payment of invoices.
 - Maintain and verify leave records for Town employees.
 - Issue purchase orders upon receipt of approved requisitions.
 - Receive and code invoices and enter into computer for payment.
 - Run copies of invoices and checks for processing with grant reimbursement requests.
 - Disburse petty cash.
 - Coordinate and administer employee benefits program.
 - Prepare general journal entries based on payroll activity and prepare all necessary accruals.
 - Coordinate with Town departments to assure proper tracking and payment of invoices.
 - Serve as key system operator for postage machine, copiers, fax machine, building security system and telephones.
 - Assist with purchases from State of Arizona Contracts and other intergovernmental purchasing cooperatives.
 - Coordinate with department managers and staff to procure needed supplies, materials and equipment.
 - Plan, coordinate, and manage purchasing activities.
 - Expedite delivery of supply orders when necessary.
 - Maintain purchase order logs, files, and vendor data.
 - May be assigned the duties of monitoring the Town's maintenance contracts.
 - Plan and oversee the Town mailing services. What is this?
 - Respond to public records requests.
 - Monitor and respond to incoming customer e-mails.
 - Oversee and manage updates to the Personnel Rules and Regulations Manual.
 - Work with Finance Director to improve departmental operations.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Associate's degree in business, finance, accounting or related field. Bachelor's degree preferred.

REQUIRED KNOWLEDGE:

- Working knowledge of the application of double-entry accounting principles.
- Working knowledge of office methods, procedures and equipment.
- General knowledge of operation and maintenance of computers.
- Familiarity with accounting financial terminology.
- Working knowledge of purchasing methods and procedures.
- Working knowledge of accounting principles as applied to procurement practices.
- Working knowledge of Payroll laws and processing procedures.
- Working knowledge of record keeping systems and practices of business administration.

EXPERIENCE REQUIRED: Two years of experience in accounting or general bookkeeping with experience in payroll and accounts payable. Experience in the area of purchasing, preferably in a municipal environment.

SKILLS/ABILITIES:

- Ability to prepare accurate and complete financial reports from accounting data.
- Ability to understand and carry out general oral and written instructions.
- Ability to establish and maintain harmonious working relationships with fellow employees, customers and elected officials.
- Ability to understand and prepare simple financial reports.
- Ability to effectively communicate orally and in writing in the English language.
- Ability to research, prepare, and present comprehensive written and oral reports to the Finance Director and Town Manager as required.
- Ability to use Microsoft Office software.
- Ability to deal effectively with the public, executive leadership, colleagues, and vendors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REPETITIVE MOVEMENT: Standing and sitting. This position will require lifting of boxes containing supplies, movement of equipment in preparation for activities and events, setting up and taking down equipment for events and activities. Repetitive movements standard in office-related activities such as typing, note-taking and talking in person and via telephone.

COMMUNICATION: Requirements: Ability to skillfully produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling. Ability to use an active English vocabulary effectively verbally and in writing. Spanish and Yaqui language skills preferred.

HEARING: Able to understand advanced conversations, receive direction, or understand the spoken word at normal levels of hearing.

VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare and inspect written documents or work products, or operate machinery.

PHYSICAL STRENGTH: Some sedentary work, some active. Sitting most of the time, however must be able to lift up to 25 lbs of force occasionally.

WORKING CONDITIONS

No hazardous or significantly unpleasant conditions exist.

TO APPLY: Complete the Town of Guadalupe Employment Application, include a resume, cover letter and submit to procurement@guadalupez.org. Title email: Accountant III Application.

ADVERTISEMENT LANGUAGE:

ACCOUNTANT III - The Town of Guadalupe, Arizona is looking for a professional to provide exceptional finance and accounting services for the Town. This position is an Hourly, non-Exempt position. Hourly requirements may exceed 40 hours per week. Minimum of two years as a practicing municipal finance officer and graduation from an accredited finance program with an Associate's Degree in finance, accounting or related field, and experience in municipal finance is preferred. See the complete job description prior to interview at www.guadalupez.org or in-person at Guadalupe Town Hall, 9241 South Avenida Del Yaqui, Guadalupe, AZ 85283-2598. Telephone: 480-730-3080. Open until filled. Town of Guadalupe is an Equal Opportunity Employer.



Position Applied For: _____

Date: _____

9241 S. Avenida del Yaqui
Guadalupe, AZ 85283
www.guadalupezaz.org

Town of Guadalupe

Application for Employment

Telephone (480) 730-3080
TTY and TDD 7-1-1
Fax (480) 505-5368

The Town of Guadalupe is an equal opportunity employer and does not discriminate against any employee or applicant for employment because of race, color, religion, national origin, age, disability, or any other reason prohibited under Federal, State, or local laws. We base all hiring decisions on merit alone. Additionally, the Town of Guadalupe is a drug free and non-smoking workplace.

Please type or print. This application must be legible, fully completed, signed and dated for consideration.

Name: _____
Last First Middle

Other Names Used: _____

Address: _____
City State Zip

Home Telephone # _____ Cell Phone # _____

Email Address _____ Best Time to Call _____

May we contact you at work? Yes No N/A

If yes: Work Telephone # _____ Best Time to Call _____

Have you ever been employed by the Town of Guadalupe? Yes No

If yes, give dates: _____ to _____ as a _____ in the _____ Dept.

Do you have relatives working for the Town of Guadalupe? Yes No

If yes, please list employee's name, relationship and department: _____

Are you legally eligible for employment in the United States? Yes No
(Proof of U.S. Citizenship or immigration status will be required upon employment)

Type of employment desired: Full-time Part-time Temporary Seasonal

Date available for work: _____

Do you have a valid driver's license? Yes No

License # _____ Class _____ State _____ Expiration Date _____

Have you ever had your driver's license suspended or revoked? Yes No

If yes, please explain. Include dates, places, and nature of offenses.

Are you presently under indictment for, or have you ever been convicted, received deferred adjudication, or entered a guilty plea or nolo contendere for any offense which would be considered or equate to a felony or misdemeanor offense? Yes No

Note: a "yes" answer will not automatically disqualify you from employment with the Town of Guadalupe; each case will be evaluated in relation to the position. Omission, misstatements or falsification of facts will be sufficient cause for cancellation of this application and/or separation from employment.

If yes, please explain. Include dates, places, and nature of offenses.

Have you ever been dismissed from any job? Yes No

If yes, please explain.

Name: _____
Phone: _____
(Last) (First) (Middle)
(Home) (Message)

Position Applied For: _____

Education and Training

Check highest grade completed: High School: 9 10 11 12 GED College: 1 2 3 4
 Graduate Work: Yes No

College/University/Trade School	City/State	# Units	Degree Diploma	Major

US Military Service	Branch	Dates of Service	Type of Discharge
<input type="checkbox"/> Yes <input type="checkbox"/> No			

If you are fluent in any languages other than English, please list. _____

Professional License/Certification/Registration (e.g. Engineer, Technician, Contractor, Water or Wastewater, CDL, etc.)	Date Acquired	Status: Current/Void/Expired

Employment History

List your employment history starting with your most recent employer. List all positions held, including military experience, part-time summer and/or volunteer work and periods of employment; do not omit any employers. Explain any gaps in employment in comment section. If you are submitting a resume, you are still required to summarize your job responsibilities in the space provided.

Current Employer	<input type="checkbox"/> Not Currently Employed	Date Job Started	Date Job Ended
Company: _____	Supervisor: _____		
Job Title: _____	Phone: _____	<input type="checkbox"/> Hourly	<input type="checkbox"/> Hourly
Address: _____		<input type="checkbox"/> Annually	<input type="checkbox"/> Annually
Summarize your job responsibilities: _____ _____ _____			
Reason for leaving: _____		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Previous Employer	Date Job Started	Date Job Ended
Company: _____	Supervisor: _____	
Job Title: _____	Phone: _____	<input type="checkbox"/> Hourly
Address: _____		<input type="checkbox"/> Annually
Summarize your job responsibilities: _____ _____ _____		
Reason for leaving: _____		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Previous Employer	Date Job Started	Date Job Ended
Company: _____	Supervisor: _____	
Job Title: _____	Phone: _____	<input type="checkbox"/> Hourly
Address: _____		<input type="checkbox"/> Annually
Summarize your job responsibilities: _____ _____ _____		
Reason for leaving: _____		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

References

Professional/Work References:	
List name and telephone number of three professional/work references who are not related to you. Please include one previous supervisor .	
Name, Company, Address	Telephone

Where did you hear about us? Check all that apply...

- | | |
|--|---|
| <input type="checkbox"/> Posting at Town Hall
<input type="checkbox"/> Town's Website
<input type="checkbox"/> Employment Staff (DES, Goodwill, etc) | <input type="checkbox"/> Town Employee
<input type="checkbox"/> Friend/Relative in the Area
<input type="checkbox"/> Other: _____ |
|--|---|

I certify that all information on this application form is complete and accurate. I understand that any omissions or misstatements of facts are cause for rejecting my application or, if I am hired, termination of employment. I also authorize the Town of Guadalupe to make all necessary and appropriate investigations to verify the appropriate information provided in this application and to secure additional job-related information about me. I understand that this application is not an employment contract. Any applicant requiring accommodation for a disability should advise the Human Resources Department.	

Signature of Applicant

Date

**THANK YOU FOR COMPLETING THIS APPLICATION FORM AND FOR YOUR INTEREST
IN WORKING FOR THE TOWN OF GUADALUPE!**