



The Town of Prescott Valley

invites you to apply for the position of

Accountant

The Position

Come join the high performing team in the Town of Prescott Valley Finance department as an Accountant! We strive to provide exceptional customer service internally and externally while applying accounting theory and principles in the accounting, auditing and editing of assigned fund accounts.

If you would like to join us we encourage you to apply!

In this position you will:

- Record expenditures, prepare journal entries and post to general ledger to assist in the proper allocation of charges or related items; audit and/or reconcile salary payroll, monthly bank statements, investment accounts and other related documents.
- Determine, recommend and perform multi-jurisdictional audits and comprehensive desk audits in accordance with Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS); interpret and apply complex tax codes, laws, regulations, legal precedents, and established tax policies and procedures.
- Assist in audit preparation by developing required schedules and reconciliation reports; monitor and develop monthly reports of revenues and expenditures for enterprise, general and special revenue funds for regular projects including the monthly financial report.
- Work on annual budgets with divisions as assigned; assist in the preparation of and perform analyses on the submitted budgets; compile the budget book document on an annual basis.
- Assist with the fixed assets and inventory of the Town of Prescott Valley; participate in fixed asset listing, proper expensing and depreciation. Interact with the Town departments in maintaining an accurate fixed asset system.

Need to have/be:

- Bachelor's Degree in Accounting or related field (with 24 accounting credits) or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities for this position.
- Skilled in the use of personal computers and associated spreadsheet and word processing software, preferably in a windows environment.
- Ability to communicate in a clear and concise manner. Demonstrate a positive and professional demeanor at all times.
- The successful candidate must have the ability to pass a pre-employment drug screening and an extensive background investigation
- Working knowledge of generally accepted principles and practices of accounting and auditing, and their application to governmental accounting systems; ability to analyze, understand and interpret financials reports.

Compensation:

The salary range is \$21.80 - \$30.51. Starting salary is typically at entry level of the range. The Town provides a full range of benefits including no-cost to you health, dental and vision coverage and a generous retirement package.

**We are in transition to Arizona State Retirement.

Closing Date: 10/10/2022

Apply online: prescottvalley-az.gov

Equal Opportunity Employer