



City of Phoenix

*Employment Opportunity
Community and
Economic Development Accountant I*

ABOUT THIS POSITION

The Community and Economic Development Department (CED) is a dynamic and fast paced environment with a broad range of economic development services and high priority projects. CED works with businesses to locate, expand, and strengthen the community by creating and retaining jobs, facilitating development investment, and promoting Phoenix nationally and internationally, which helps develop our workforce, enhance City revenue, and improve the quality of life in Phoenix. CED currently has a vacant Accountant I position in the Financial Services area which is responsible for supporting these economic development efforts while helping to maintain a fiscally sound organization that conforms to legal requirements and adheres to generally accepted financial management principles.

The Community and Economic Development Accountant I position reports directly to the Management Assistant II and will have financial accounting, accounts payable, and purchasing responsibilities. This position works closely with the Accountant II, department staff, and the city's Finance Accounting team to administer the department's financial accounting processes.

Essential Functions of this role include, but are not limited to:

- Perform and maintain the department's accounts payable, accounts receivable, and procurement processes;
- Prepare account receivable invoices and cash receipts;
- Work closely with the Accountant II to ensure cost recovery processes are maintained;
- Create/maintain detailed spreadsheets using Excel and SAP to balance and reconcile accounts;
- Oversee bank reconciliation of specialty accounts;
- Analyze, evaluate, and reconcile accounting related problems;
- Prepare reports and financial statements;
- Prepare fiscal reports for Federal grants and assist city staff in monitoring and reporting grant activity;
- Review, develop, analyze, and modify accounting and procurement procedures to ensure efficiency and accuracy;
- This position may also function as a backup to other Financial/Management Services team members as well as take on additional duties and assist with special projects as needed.

IDEAL CANDIDATE

- Strong customer service and communication skills.
- Strong analytical skills and attention to detail.
- Clear understanding of the accounting transactions rules, regulations, and internal controls.
- Ability to work in a team environment or independently as needed.

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SALARY

\$21.80 (minimum) - \$33.11 (maximum) hourly / \$45,344.00 - \$68,868.80 annually. Candidates may be hired up to \$68,868.80 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. Additionally, effective 10/1/2022, Paid Parental Leave is now offered to eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption or foster care placement of a child during a 12-month period.

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

[Pension Information](#)

MINIMUM QUALIFICATIONS

- A bachelor's degree in accounting or finance.
- Four years of paraprofessional accounting and/or payroll experience.
- 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](#).

PREFERRED QUALIFICATIONS

The minimum qualifications listed above, plus:

- Experience working with computerized accounting systems and software to process accounting transactions, create shopping carts, manage data, run reports, and conduct research.
- Experience with the financial system SAP Financial Module and (SRM) Supply Relationship Management Module.
- Experience researching accounting problems and making recommendations on solutions.
- Accounts payable and accounts receivable experience.
- Purchasing experience and experience working with vendors.
- Operating, Capital Improvement, and/or Grant accounting experience.

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- Proficiency in Microsoft Excel, such as, creating and maintaining detailed spreadsheets to reconcile accounts.

RECRUITMENT DATES

Recruitment closes December 5, 2022. All materials must be received by 11:59 p.m. on this date.

This is a position-based recruitment **and generates a one time use only list**. Once interviews are conducted and candidates are selected, this job posting will be considered closed and candidates will no longer be in consideration for the position applied for. This posting will not result in any ongoing eligibility list.

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.

Information you provide about your experience and qualifications should align to the information in your resume.

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 E-mail address.

WE ARE HERE TO HELP

- Job interviews may be held by video or audio conference.
- 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](tel:6024955700).

REFERENCE

Accountant I: Job Code 03210, ID # 47615

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.

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