



# Accountant I

CITY TREASURER

**SALARY:** \$26.25 - \$38.16 Hourly

**CLASSIFICATION:** Unclassified

**FLSA:** Non-exempt position, eligible for overtime compensation.

**OPENING DATE:** 01/23/23

**STATUS:** Full-Time Regular

**CLOSING DATE:** 02/05/23 11:59 PM

## INTRODUCTION:

Scottsdale is seeking a detail oriented, innovative, purpose-driven accountant for the City Treasurer division. The Accountant I performs a wide variety of introductory-level accounting and financial work within the City Treasurer's Office.

## MINIMUM QUALIFICATIONS:

### Education and Experience

- A Bachelor's Degree in Accounting or other business-related field from an accredited educational institution.
- Two years of accounting experience, preferably in a municipal setting.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.

### Licensing, Certifications and Other Requirements

*Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:*

- Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.

## ESSENTIAL FUNCTIONS:

*Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:*

- Verifies and records daily banking activity and performs month-end bank reconciliations; serves as contract coordinator for banking-related services.
- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Prepares, examines, or analyzes accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Maintains accounts receivable including establishing new accounts, issuing customer statements, research and analysis.
- Maintains confidentiality and security of records and information.
- Conducts research and compiles information to respond to customer inquiries.
- Compiles and prepares information for the annual financial audit.

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**A completed online application (along with a cover letter and resume) is required to be considered for this position. Online applications will be available at the City of Scottsdale's website in the Job Opportunities page at <https://www.governmentjobs.com/careers/scottsdaleaz> from Monday, 1/23/2023 to Sunday, 2/5/2023.**

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