



City of Phoenix

Employment Opportunity
Senior Financial Reporting Accountant
(Accountant IV)

ABOUT THIS POSITION

Senior Financial Reporting Accountants (Accountant IV) are responsible for diverse finance-related duties including accounting transactions, maintaining a comprehensive set of controls for a department's enterprise fund, coordination and preparation of annual financial reports, preparation of financial forecast utilized in the issuance of bonds, and providing technical guidance for the analysis and implementation of governmental accounting and financial reporting standards. Duties vary by department/division, and may consist of the reporting and coordination of bonded debt, oversight of daily public banking operations, development of cost allocation models, and monitoring data and transactions to ensure integrity. Other duties may include the financial management of fixed assets, intergovernmental grant programs, cost accounting for operating budgets, capital improvement programs, accounts receivable, accounts payable, travel review, and payroll. Positions may also be responsible for maintaining the integrity of the City's financial system transactions and preparing various financial reports.

Currently, the Finance Department Financial Accounting and Reporting Division (FAR) is seeking to fill two vacancies with dedicated professionals. The FAR Division provides current, comprehensive, and accurate information about the financial position of the City to both internal and external customers while maintaining the highest levels of customer service. These positions are responsible for a diverse range of finance-related duties, to include preparing/reviewing/recording accounting transactions; the coordination and preparation of annual financial reports; operating under multiple deadlines; and providing technical guidance and analysis to management on complex financial matters.

The first Senior Financial Reporting Accountant (Accountant IV) vacancy will supervise the Cash and Investments section and is responsible for the direct supervision of three staff members.

Responsibilities include:

- Monitoring of the City's warrant accounts, bank accounts, and various investments accounts.
- Allocating interest earnings to all City funds.
- Overseeing the monitoring of unclaimed property and the subsequent remittance to the applicable states.
- Reviewing and submitting monthly State and City sales tax forms.
- Preparing various schedules for the Annual Comprehensive Financial Report (ACFR).

The second Senior Financial Reporting Accountant (Accountant IV) vacancy will be responsible for the oversight of standalone financial reports and the direct supervision of two staff members.

Responsibilities include:

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- Financial reporting for both enterprise and governmental funds.
- Assisting with the implementation of new governmental accounting standards.
- Oversight of the external audit process for multiple annual reports, prepare various schedules for the ACFR.
- Completing reconciliation requiring recording applicable journal entries in the accounting system.

SALARY

\$64,168.00 - \$97,739.20 annually. Candidates may be hired up to \$97,739.20 depending upon qualifications.

BENEFITS

A comprehensive benefits package is offered which includes:

- Traditional pension with employer and employee contributions, click here for more details: [Pension Information](#)
- 401(a) and 457 plans with employer contributions
- Choice of generous medical HMO, PPO, or HSA/HDHP plans
- Medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan
- Wellness incentive of up to \$720 annually
- Dental, vision, and life insurance options
- Employer paid long-term disability
- Free Bus/light rail pass
- Tuition reimbursement program up to \$6,500 per year
- Paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days
- Paid Parental Leave for 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
- Federal Student Loan Forgiveness offered through [Savi](#)

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

MINIMUM QUALIFICATIONS

- Five years of professional accounting experience.
- One year in a supervisory capacity.

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- Bachelor's degree in accounting, business or public administration, or a related degree.
- Other combinations of experience and education which 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](#).

PREFERRED QUALIFICATIONS

The minimum qualifications listed above, plus:

- Experience in GAAP accounting theory and practices.
- Experience with governmental accounting.
- Experience working with SAP or other large Enterprise Resource Planning (ERP) systems.
- Experience with financial statement preparation and analysis.
- Experience working with an audit team.
- Completed Master's degree in related field or CPA certification.
- Proficient in Microsoft functions, such as Excel, Word and PowerPoint.

RECRUITMENT DATES

Recruitment closes March 22, 2023. 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. 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

- Job interviews may be held by video or audio conference.
- If you are in need of computer resources, [click here](#) for free options.

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- 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 IV: Job Code 03260, ID # 49005

Building the Phoenix of tomorrow.

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.