



Account Specialist II

CITY TREASURER

CLOSING DATE: 05/01/23

STATUS: Full-Time Regular

INTRODUCTION:

Join our team and be a part of Scottsdale's future! We are looking for an enthusiastic team player who is looking to make an impact through their work. Our office is in the heart of Old Town, across from city hall. The position supports all operations of the city and ensures timely and accurate payments to the city's vendors. This position will annually receive 12 paid holidays, 96 hours of medical leave, 3 weeks of vacation, and health and dental benefits start immediately. Productivity, performance, and job satisfaction are encouraged through a balanced workload, schedule flexibility, and a commitment to professional development. Apply today if you are excited to be a part of a high-performing team dedicated to serving a world-class community.

The City of Scottsdale offers a comprehensive benefits package including:

- 12 Paid Holidays, which includes 1 Floating Holiday
- Vacation Accrual; starts at 10.3 hours/month
- Sick Leave Accrual; 8 hours/month
- Medical (which includes behavioral health coverage), Dental and Vision Benefits
- City Paid Basic Life Insurance (equal to one times employee annual salary); option of Supplemental Life Insurance
- Tuition Reimbursement; \$2,500/year
- Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.17% which includes a Long-Term Disability benefit
- Supplemental Retirement Plans through Nationwide; 457 and Employer contribution
- Pet Insurance
- Bilingual pay compensation

MINIMUM QUALIFICATIONS:

Education and Experience

- A high school diploma or General Educational Development (GED) equivalent.
- Three years of experience as an Account Specialist or similar capacity.

Licensing, Certifications, and Other Requirements

- 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:

- Supports other staff members and is a team player by helping out other personnel with their position duties.
- Processes employee travel expenses, petty cash reimbursements, purchase order invoices, check, wire, and ACH requisitions timely and accurately in accordance with: city policies, state laws, and federal regulations.
- Initiates TIN matching requests on IRS website to verify vendor tax information.
- Interprets and applies Administrative Regulations (ARs) to accounts payable process.
- Updates on a periodic basis Administrative Regulations (ARs) and associated procedures.
- Addresses queries and assembles disbursement data in response to public record requests and external auditor requests.
- Provides customer service, procedural guidance, and general information to other City employees, vendors, and the public.

A completed online application is required to be considered.

Online applications will be available at the City of Scottsdale's website in the Job Opportunities page at

<https://www.governmentjobs.com/careers/scottsdaleaz> until Monday, 5/1/23.
