

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

Senior Accountant - Budget
Finance Department**Hiring Range:** \$69,471.41 to \$86,839.26 annually**FLSA Status:** Exempt**Pay Grade:** 115**Full Pay Range:** \$69,471.41 to \$104,207.11 annually**Deadline to Apply:** Open Until Filled***First Review of Applications will be November 13, 2023. Applications reviewed weekly after that.*****Benefits Summary:**

Major Benefits for Full-Time Regular Employees:

- Paid time off up to 20 days in first year of employment
- 10 paid holidays and 1 floating holiday per year
- Free employee only coverage for medical, dental, vision, short-term disability, and life insurance
- Free family coverage for select medical and dental plans
- Pension and long-term disability through Arizona State Retirement System, [click here for more details](#)
- Supplemental benefits such as deferred compensation plans and additional life insurance

Position Summary:

Works as a team of two Senior Accountant positions for the duties listed as members of the Accounting Services Division. As a result of the seasonal aspect of the work, both Senior Accountant positions will share some duties of both roles. Although for each role the duties occur year-round, the budget preparation work is typically focused in December through June and accounting year end closing is focused July through November.

The Budget position coordinates the annual budget development process and works with City departments to prepare the annual budget. This position also supports financial decision making by monitoring revenue and expenditure budgets, general ledger activity, and economic indicators and by preparing reports and presentations on that data throughout the fiscal year.

The Accounting position performs routine and complex financial and accounting duties including reconciliations and journal entries; capital asset accounting, prepares or assists in preparation of financial statements, reports, and general financial functions.

Distinguishing Characteristics:

The position has some supervisory responsibilities and is expected to exercise independent judgment in the disposition of their daily activities.

Essential Duties:**Budget Function:**

- Coordinates the annual budget preparation process, develops the budget calendar deadlines, and follows up with departments on submissions and requests
- Manages and trains City staff on budget entry and monitoring tools
- Manages internal and external communication of City budget and performance measures
- Compiles and manages changes to the citywide fee schedule
- Projects payroll costs for budget preparation, reviews position change requests from departments throughout the year
- Assists in revenue analysis and forecasting for budget preparation
- Assists departments in development of annual budgets and performance measures
- Assists departments in preparing multi-year financial plans including capital improvement plans
- Analyzes changes in departmental budgets; compiles and summarizes departmental requests for review
- Meets with department management and the City Manager to discuss preliminary budget reports; recommends and makes adjustments as necessary; and prepares the final budget documents
- Participates in the development of legal budget adoption and amendment schedules, resolutions, and Council agenda items in conformance with statutory requirements
- Participates in the preparation of the annual budget and capital improvement program (CIP); ensures compliance with applicable laws, regulations, and recommended budget practices
- Compiles and coordinates the final budget information to create the annual budget document
- Works with departments for monitoring budget performance throughout the year
- Maintains effective working relationships with City of Prescott staff and the general public
- Attends and prepares information for interdepartmental work meetings
- Assist in the duties listed under the Accounting Role including but not limited to balancing, reconciling, journal entries, year-end closing, and preparation of the Annual Comprehensive Financial Report
- Works on special projects as assigned
- Performs other duties as assigned

Accounting Function:

- Provide advanced, professional level accounting support utilizing knowledge and understanding of GAAP and industry standards and practices
- Maintains and/or coordinates capital asset accounting (inventory, purchases/disposals/transfers, construction in progress, and depreciation) and reporting
- Balances/reconciles/analyzes general ledger accounts, solves accounting issues
- Prepare and record journal entries as needed

- Analyzes existing internal controls and provides input for implementation of enhanced controls.
- Assists in month end closing, internal audits, and year end closing
- Assist in impact fees and procurement issues
- Assist with preparation of the Annual Comprehensive Financial Report
- Cross-Trained with Accountant I and Payroll Supervisor
- Monitors, interprets and implements GASB pronouncements and other accounting and budgeting standards
- Assist with the duties in the Budget Role including but not limited to forecasting, coordination, review of budget requests, and compilation of budget reports. Performs other duties as assigned.

Qualifications:**Education and/or Experience:**

Bachelor's degree in Accounting or Business Management; five (5) years of closely related work experience; or any equivalent combination of education, experience, and training which provides the knowledge and abilities necessary to perform the essential functions of the position.

Licensing, Certification, and Other Requirements:

Certified Public Accountant Certificate (CPA) preferred.

Employee Core Beliefs

City of Prescott employees should seek to uphold the City's core beliefs throughout their day-to-day business and with every customer they come in contact with, both internal and external. Our core beliefs are: *Act with Integrity, Work as a Team, Have Personal Commitment and Loyalty, Solve Problems, Take Pride In Excellent Results, High Level of Productivity and Being Nice.*

Knowledge, Skills, and Abilities:

- Knowledge of GASB, GAAP, and cost accounting rules and regulations
- Knowledge of generally accepted accounting principles, practices, and procedures of public accounting, particularly governmental accounting
- Knowledge of federal, state, and local laws relative to public accounting
- Knowledge of public administration transaction practices and procedures
- Knowledge of principles, practices, and methods of municipal accounting and budget preparation
- Knowledge of principles and practices of public or business administration and management. Skill in using software applications including spreadsheet, database, presentation, and word processing, specifically Microsoft Office software products
- Skill in using ERP software applications, preferably MUNIS, or other general ledger and budget software
- Ability to develop and maintain accounting data in preparation of reports and statements
- Ability to operate a variety of office equipment, including personal computers, telephones and calculators
- Ability to use and interpret accounting terminology
- Ability to communicate effectively, both orally and in writing, with all levels of the organization and the public

- Ability to establish and maintain effective working relationships with co-workers, supervisors, elected officials, and the general public

Physical Demands and Working Conditions:

- Work is performed in a standard City office environment
- Safely operates a City vehicle and a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copier, and fax machine requiring continuous and repetitive arm, hand, and eye movement
- Work is performed in a relatively safe, secure, and stable work environment

Successful candidate will receive a post-offer, pre-employment background screening to include:

- • Drug screening
- • Motor vehicle records check
- • Criminal background screening

City of Prescott Contact Information

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In accordance with A.R.S. 23 - 493, this position has been identified as "Safety Sensitive". The City of Prescott is an Equal Employment Opportunities/Americans Disabilities Act reasonable accommodation employer.