



# The Town of Prescott Valley

*Invites you to apply for the position of*

## Accountant

### The Position

Come join the high performing team in the Town of Prescott Valley's Finance department as an Accountant! We strive to provide exceptional customer service internally and externally while applying accounting theory and principles in the accounting, auditing and editing of assigned fund accounts.

If you would like to join us we encourage you to apply!

### In this position you will:

- Update and maintain Town's transparency platform. Monitor and develop monthly reports of revenues and expenditures for internal and external financial reports.
- Review booked permit revenues; coordinate with the Town departments and other members of the Finance department in maintaining accurate and ongoing accounting of permit activity.
- Assist in audit preparation by developing required schedules and reconciliation reports, and other data as required in the Town's Annual Comprehensive Financial Report (ACFR).
- Maintain capital asset listing, review, and verify proper capital asset classification in Town's financial system. Facilitate annual capital asset inventory. Prepare year-end depreciation entries and capital asset schedules and notes for ACFR.
- Complete various specialized finance project involving independent research and financial data analysis.
- Review the Town's general ledger, accounts receivables, accounts payable, and payroll files for accuracy; serve as support and backup for other staff in the Finance department as needed.

### Needs to have/ be:

- Bachelor's Degree in Accounting with a minimum of one (1) year of experience in centralized accounting. Previous experience providing governmental accounting and fiscal management services in public agency setting preferred.
- Skilled in the use of personal computers and Microsoft software, (including advanced Excel skills)
- Ability to communicate in a clear and concise manner. Demonstrate a positive and professional demeanor at all times.
- The successful candidate must have the ability to pass a pre-employment background screening.
- Working knowledge of generally accepted principles and practices of accounting and auditing, and their application to governmental accounting systems; ability to analyze, understand and interpret financial reports.

### Compensation:

The Town's complete compensation package includes salary, benefits, and a high performance culture. The Town package includes a no-cost to individual health insurance plan and a generous retirement package including participation in the Arizona State Retirement System.

The salary range is \$32.57 to \$45.60.

**Close Date: December 31st @ 5 pm**

**Apply online: [prescottvalley-az.gov](http://prescottvalley-az.gov)**

**Equal Opportunity Employer**

*The reason we exist is to provide exceptional service through teamwork,  
delivered with integrity and respect in a fun, creative and innovative way!*