



Employment Opportunity
425 Tenth Street Douglas, AZ 85607
(520) 417-7326 Fax (520) 417-7155

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

THE CITY OF DOUGLAS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, VETERAN STATUS, GENETICS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

ANNOUNCEMENT #: 10-24
ISSUE DATE: March 12, 2024
CLOSING DATE: Open Until Filled
First Review Date April 5, 2024
TITLE: **Accountant/Accounting Supervisor – (Limited Status)**
SALARY: 26/\$50,747.84 - \$74,979.84

JOB SUMMARY: The primary function of an employee in this class is to perform professional accounting work for the City. Work requires considerable attention to a variety of details and the use of selected personal computer software systems. This position may supervise the work of subordinate accounting personnel engaged in various municipal accounting operations and budget compliance tasks within the general ledger, accounts receivable, accounts payable, cash management, payroll, fixed assets, debt service, and other special assignments.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting or related field; two years of progressively responsible professional accounting experience preferably in a government setting, which included supervisory experience; or any equivalent combination of experience and additional training/education which provides the knowledge, skills, and abilities to perform this work.

SPECIAL REQUIREMENTS: Residency within sixty miles of the corporate limits of the City of Douglas, within the United States, required within a reasonable time after hire date.

HOW TO APPLY: Submit a City of Douglas application form to: City of Douglas Human Resources Department, 425 10th Street, Douglas, AZ, 85607; fax (520) 417-7155 or email nadia.rodriguez@douglasaz.gov . Applications must be submitted by 5:00 p.m. on the closing date specified on this announcement.

EVALUATION METHOD: The Human Resources Manager will initially screen Applications for minimum qualifications according to training and experience as provided on employment application. Those applicants meeting the minimum qualifications will be invited to participate in an evaluation process.

05/2022

CITY OF DOUGLAS

Job Title: Accountant/Accounting Supervisor

Reports To: Finance Director

Department: Finance

FLSA: EX

OCCUPATIONAL CODE: P

RANGE: 26

JOB SUMMARY:

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ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Participates in the production of the City's Annual Comprehensive Financial Reports (ACFR), including preparation of the working trial balance (WTB), combined financial statements, and related reports.
2. Maintains various account reconciliations, including cash account, general ledger accounts, and grant expenditures and receipts.
3. Performs debt accounting, including maintaining bond schedule, reconciliation of payments for trustee invoices, booking of bond transactions, and related transactions.
4. Prepares reports to grant agencies, assists City staff in monitoring and reporting grants, and answers questions regarding grants.
5. Documents accounting processes as it relates to day-to-day operations.
6. Supervises and coordinates the activities of a team of clerical accounting staff including organizing and assigning work, performance planning and evaluations, and making hiring decisions.
7. Plans, develops and trains personnel in essential job functions, processes and procedures.
8. Participates in various system application upgrades by creating and applying various testing scenarios; analyzing results and updating documentation procedures.
9. Communicates and coordinates regularly as appropriate, with others, to maximize the effectiveness and efficiency of division's accounting operations and activities.
10. Works with other city departments to clarify accounting requirements, procedural needs and priorities.
11. Attends meetings and training sessions; reads relevant manuals or updates to keep current on new developments in GASB and other outside agency reporting, financial software operations, or information management.
12. Builds and maintains relationships with other city departments and outside entities as they pertain to assigned areas and special projects.
13. Ensures reconciliation of multiple bank accounts.
14. Researches and analyzes complex transactions and their affect to the Financials.
15. Reconciles transactions between software systems via interface applications.
16. Monitors and forecasts cash balances with accuracy daily.
17. Supervises the utility billing and cash collection functions.
18. Manages customer complaints in an orderly and satisfactorily manner.

19. Assists with business licensing processing and inquiries.
20. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
21. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
22. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
23. Maintains regular and reliable attendance.
24. Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

Knowledge of:

- Current supervision and evaluation techniques;
- Accounting theory, principles, objectives, and practices;
- Special assessments district accounting and regulations;
- Grants and grant accounting;
- Bookkeeping, fiscal terms, and cost accounting;
- Operation of a personal computer including job-related software applications that apply to the work performed;
- Current office practices and procedures;
- Organizational Skills;
- Problem Solving Skills;
- Research and analytical techniques;
- Safeguards and security procedures for confidential accounting information.
- OSHA compliance and regulations as they pertain to the functions of this position.

Ability to:

- Supervise and evaluate the work of subordinate personnel;
- Make arithmetical computations quickly and accurately;
- Apply bookkeeping principles in maintaining customer accounts, preparing financial reports, and related tasks;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Establish and maintain effective working relationships with other City employees, supervisory personnel, and the public;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;

- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Responsibility: Works under general supervision of the Finance Director. Supervises and evaluates the work of clerical personnel.

WORKING CONDITIONS:

The primary duties of this class are performed in a general office environment.

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