

Accountant Senior

LAKE HAVASU CITY

JOB DESCRIPTION

Job Title: Accountant Senior

Closing Date/Time: Open till Filled

Salary: \$2,811.093 - \$4,104.03 Bi-Weekly

Job Type: Exempt Classified (Full-Time with benefits)

Location: Lake Havasu City, Arizona

Department: ASD Finance

JOB DESCRIPTION:

Performs difficult professional work coordinating, monitoring and participating in the administration of accounts receivable and payable, ledger management, and fiscal operations, assisting in strategic financial projects, ensuring compliance with policies and procedures, and related work as apparent or assigned. Work is performed under the general direction of the Finance Division Manager. Provides general guidance to personnel within assigned the division(s).

The ideal candidate will have previous experience in governmental accounting and preparing the Annual Comprehensive Financial Report (ACFR). Knowledge of generally accepted accounting principles (GAAP) accounting and/or Modified Accrual Accounting related to government. Knowledge of all areas of finance, including general ledger, financial reporting, internal controls, accounts payable, accounts receivable, cost accounting, debt and lease accounting, grants, payroll, capital property accounting, budgeting, cash management and revenue and receipts.

The Senior Accountant is responsible for the more complex nature of accounting assignments, and the involvement in the audit and preparation of the ACFR. Considerable initiative and independent judgment are expected to resolve day-to-day problems, even when clear guidelines are not available. Must have the ability to lead projects. Senior Accountants may be asked for input to policy development/revision activities and are expected to explain/interpret policy to others.

MINIMUM QUALIFICATIONS:

Bachelor's degree with coursework in accounting, business, or related fields and considerable experience in accounting, financial cost analysis, financial forecasting, auditing, related fiscal activity, or equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

National Incident Management Systems (NIMS) training based on assignment.

Must meet and maintain all training and education requirements for the position.

Valid Arizona Driver's License of the appropriate class.

ESSENTIAL FUNCTIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Assists with day-to-day operations of the Finance Division by training and mentoring staff in the areas of accounts receivable, accounts payable, cash management and general ledger maintenance.

Participates in key strategic financial projects.

Participates in the implementation, design and enhancement of new accounting systems to improve fiscal management capabilities.

Coordinates the maintenance of a wide variety of complex accounting and subsidiary records and systems.

Serves as consultant to City departments; assists in various financial analyses; provides training and guidance regarding finance and accounting issues.

Coordinates the department's annual reviews of City indirect costs and citizen rates and fees; prepares recommendations and presentations for management, citizens, and Council; provides analysis of cost of service models.

Coordinates annual actuarial review of Other Post-Employment Benefits (OPEB); coordinates with actuarial and auditors on calculating cover payroll, annual recording and reporting of OPEB liabilities.

Documents and reviews for internal control compliance; implements process improvements to ensure compliance.

Maintains investment portfolio for City; ensures compliance with policies and procedures; assists with updating policies and procedures; prepares quarterly investment reports for Council; researches and finds investments that meet the City investment policy.

Researches and advises on new Governmental Accounting Standards Board (GASB) announcements and assists with implementation.

Operates and maintains motor vehicles or other work related equipment requiring a valid Arizona driver license.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the general laws and administrative policies governing finance practices and procedures; thorough knowledge of the policies, procedures and practices of public and/or business administration; comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), accounting principles, and internal controls; comprehensive knowledge of accounting functions including accounts payable, accounts receivable, and banking/treasury; comprehensive knowledge of City regulations, policies and procedures; thorough knowledge on financial reporting.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in planning, budgeting, public relations, and technical writing; skill in project management; skill in financial consulting; ability to understand, interpret, explain and apply policies and procedures.

Ability to plan, develop, manage and control accounting and budgeting activities; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to present reports and recommendations clearly and logically; ability to communicate effectively orally and in writing; ability to exercise sound judgment in analyzing situations and in reaching decisions quickly; ability to utilize automated accounting systems; ability to ensure compliance with various policies, procedures, and laws; ability to direct, train, and evaluate the work of subordinate employees; ability to establish and

maintain effective working relationships with associates, management, other departments, subordinates, supervisors, and the general public.

Applicants for employment opportunities should be aware of the Lake Havasu City policies concerning the use of drugs and alcohol. These policies have not been altered by the passage of Proposition 207. The use of recreational marijuana is a violation of the City's Drug Free Workplace Policy. All positions within the City are required to submit to a pre-employment drug test. A positive result for drugs tested under the policy, including recreational marijuana, may be grounds for withdrawal of an offer of employment.

The City reserves the right to consider only the most highly qualified applicants. The succeeding examination processes may be required: training and experience, testing, panel interview, employment eligibility verification (EEV) requirements, personnel evaluation profile (PEP), polygraph test, background investigation and alcohol/drug screening test. Appointment subject to a successful background investigation and City paid post-employment medical examination after offer of employment has been made.