



JOB DESCRIPTION

TITLE: Accountant/Senior Accountant

DEPARTMENT: Finance

SUPERSEDES: New

FLSA STATUS: Exempt

REVISED: December 2024

PAY RANGE: Accountant- \$54,080-\$80,360, or
Sr. Accountant- \$68,540-\$101,995

ORGANIZATION AND AREA INFORMATION: Nestled in the central part of Southeastern Arizona's Gila Valley, the City of Safford is a thriving rural Arizona City. With a population of just over ten thousand, it is the largest municipality in Graham County. Incorporated as a town in 1901 and becoming a city in 1955, Safford has become the major hub for Southeastern Arizona. The City of Safford as an organization has multiple different departments and over 230 staff members including full time employees, seasonal employees, volunteer firefighters and councilmembers to staff all the different positions at the City. The City also provides all utilities for its residents and other residents in surrounding areas. In addition to the major utilities of gas, water, electric, sewer, and sanitation, the City has a landfill and airport that service the county.

SUMMARY: The Finance Department is currently seeking an Accountant/Senior Accountant. This department provides current, comprehensive, and accurate information about the financial position of the City to both internal and external customers while maintaining the highest levels of customer service. Positions in this department are responsible for a diverse range of finance-related duties, to include preparing/reviewing/recording accounting transactions; the coordination and preparation of annual financial reports; operating under multiple deadlines; and providing technical guidance and analysis to management on complex financial matters.

DISTINGUISHING CHARACTERISTICS: This is the first level of the Finance team and reports to the Deputy Finance Director.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks. The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

Entry Level Job Duties

- Develops financial system modules for requisitions, purchase orders, and invoices, procurement cards
- Reviewing and distributing invoices as they are received daily via both mail and email.
- Processes data entry for invoices, purchase orders, claims, deposits and financial reports.
- Prepares and maintains files and records including purchase orders, invoices, claims, billings, vendor files, etc.



JOB DESCRIPTION

- Maintains statistical reports and ledgers of accounts payable/receivable; maintains, monitors and reconciles records.
- Ensures city compliance and accuracy of taxpayer identification numbers for year-end 1099 tax reporting and processing, processes and mails all 1099 and 1099R tax documents.
- Researches and processes payables for utilities, telephone, credit card charges and other monthly bills; maintains running balances on open purchase orders, keeps records and prepares reports as necessary.
- Coordinates financial system changes and testing with applicable departments.
- Reconciles P-Card payments through Accounts Payable, keeps records of P-Card payments.
- Processes all utility deposit refunds and keeps records of all utility deposit refunds.
- Processes all water service reimbursements in Laserfiche Forms, enters all water service reimbursements in Caselle and keeps records of all water service reimbursements.
- Develops financial system modules for accounts receivables, billing, cash receipting
- Enters payment from the Arizona State Treasurer's Office, NAYAX payments and other institutions as needed.
- Verifies daily deposits and paperwork for Customer Service and Clerk's office.
- Keep records of daily deposits.
- Uses computerized accounting system to access account information, to perform research and to respond to complex and sensitive customer inquiries.

Senior Level Job Duties

- Providing input of the external audit process for multiple annual reports, including the City's Annual Comprehensive Financial Report (ACFR).
- Assisting in the implementation of Governmental Accounting Standards Board (GASB) pronouncements.
- Preparing/reviewing/approving various journal entries, reconciliations, payment control documents, and enterprise.
- Performing reconciliations of various general ledger accounts, which may include researching and resolving discrepancies, and recording applicable journal entries.
- Assisting in the design and implementation of accounting policies, procedures, and internal control systems.
- Serving as a professional accounting resource for special projects or major programs.
- Accountant are also responsible for diverse finance-related duties including accounting transactions, maintaining a comprehensive set of controls for a department's enterprise fund, coordination and preparation of annual financial reports, preparation of financial forecast utilized in the issuance of bonds, and providing technical guidance for the analysis and implementation of governmental accounting and financial reporting standards. Duties vary but may consist of the reporting and oversight of daily public banking operations, development of cost allocation models, and monitoring data and transactions to ensure integrity. Other duties may include the financial management of fixed assets, intergovernmental grant programs, cost



JOB DESCRIPTION

accounting for operating budgets, capital improvement programs, accounts receivable, accounts payable, travel review, and payroll.

- Position may also be responsible for maintaining the integrity of the City's financial system transactions and preparing various financial reports.

General Duties for all in Finance

- Responding to department requests.
- Answers phones; responds to requests for information within the span of authority.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience, Certifications and Licenses:

- Bachelor's degree in accounting, business or public administration or a related degree.
- One (1) year of professional accounting experience; or
- An equivalent combination of training and experience that provides the required knowledge and skills.

Required Knowledge and Skills:

- Knowledge of methods, procedures and terminology used in daily accounting operations.
- Knowledge of financial and statistical record-keeping techniques.
- Knowledge of applicable City, State and federal codes and resolutions.
- Knowledge of computer operations and applicable software applications.
- Skill in maintaining financial and statistical records.
- Skill in applying bookkeeping and financial record-keeping practices to assigned accounting records.
- Skill in reconciling, balancing and auditing assigned accounts.
- Skill in understanding and following oral and written directions.
- Skill in operating standard office machines.
- Skill in establishing and maintaining effective working relationships with others.

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Sedentary Work – Exerting up to 25 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the



JOB DESCRIPTION

human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- This position may require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, hearing, seeing, and repetitive motions.