



Job Title: Accounting Supervisor

Department: Finance

Reports To: Finance Manager

Salary: \$27.86 - \$34.56; DOE

Hiring Range: \$27.86 - \$41.26

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Classified
Origination Date: 07/01/2025	Revision Dates:	

JOB SUMMARY

ESSENTIAL FUNCTIONS

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

- Prepares various journal entries with appropriate support.
- Reconciles bank statements, general ledger accounts, and subsidiary ledgers, looking for discrepancies by collecting and analyzing account information.
- Hires, directs, supervises, counsels, trains, develops, and evaluates Accounting Specialist/Senior Accounting Specialist. Addresses employee concerns and issues, counsels and redirects staff as necessary, and completes appropriate evaluations for direct reports.
- Reviews and approves financial transactions, including invoices, payroll, journal entries, grant billings. Reviews, approves, and processes payroll tax payments and quarterly tax filings.
- Assists in the capital improvements planning process by providing technical assistance and recommendations to departments, and by developing a depreciation schedule for capital assets
- Makes debt service payments and submits debt compliance reports.
- Support Accounting Specialist/Senior Accounting Specialist with cash receipting, accounts payable, payroll and general accounting duties, on an as needed basis.
- Follows internal controls. Prepares and recommends process improvements to maintain accounting controls. Spearhead the implementation of new features, enhancements, and programs to ensure we maximize the utilization of the ERP system.
- Summarizes current financial status by collecting information and preparing reports for distribution on a monthly, quarterly and annual basis. Prepares special financial reports by collecting, analyzing and summarizing account information and trends.
- Assists in preparing and providing support for the annual financial audit.
- Complies with federal, state and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements and advising management on needed actions
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.

- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervising and evaluating the work of subordinate personnel through planning, organizing, prioritizing, assessing, motivating, and evaluating performance objectively.
- Generally accepted accounting and auditing principles related to public sector financial management.
- Advanced accounting entries and how to reconcile general ledger accounts
- Computerized financial and billing systems, Microsoft Office products to include advanced knowledge of excel spreadsheet software applications.
- Reading, understanding, and applying accounting standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Correcting and updating financial records and database systems.
- Recording, analyzing, verifying, reconciling, and reporting accounting and utility transactions; maintaining records
- Problem-solving, critical thinking and researching discrepancies
- Analyzing financial/account information and draw valid conclusions
- Communicating both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation and grammar.
- Handling multiple projects simultaneously and using good judgment in prioritizing work assignments.
- Working independently and as part of a team.
- Providing superior customer service for both internal and external customers. • Meeting deadlines of quick turnaround projects

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance or related field
- Two years' experience, post degree, in accounting, budgeting, purchasing, accounts payable, accounts receivable, payroll or a related field, preferably in a governmental or municipal jurisdiction; OR
- Any equivalent combination of formal education and experience sufficient to perform the essential functions.

PREFERRED QUALIFICATIONS

- Previous supervisory experience
- Experience working in a government setting

OTHER REQUIREMENTS

- Successful completion of a criminal background check prior to beginning employment with the Town.
- Valid Driver's License required or able to obtain an Arizona Driver's License within ten days of hire.



This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

THE TOWN OF SAHUARITA IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT