



Employment Opportunity Municipal Bond Issuance (Accountant IV)

City of Phoenix

ABOUT THIS POSITION

The City's Finance Department is seeking a Municipal Bond Issuance - Accountant IV for their Treasury & Debt Management Division, reporting directly to the Debt Manager. The Treasury & Debt Management Division (TDM), Debt section, is responsible for the City's debt issuance for all departments including GO, exercise tax, airport, transit, streets, water, and wastewater. It is also responsible for all compliance with debt covenants and debt related statutory and regulatory requirements.

The Municipal Bond Issuance - Accountant IV will require a high level of accounting skills and the ability to work independently. This position will research and analyze data; compile accurate report writing and editing; present complicated ideas clearly and concisely; and plan, organize and prioritize time and workload effectively with attention to detail. The position also handles annual continuing disclosure for outstanding debt, semi-annual debt service payments, accounting and financial statement reporting for all long-term and short-term debt, and interactions with external bond counsel, financial consultants, and rating agencies.

IDEAL CANDIDATE

- Ability to proofread, edit, and report writing for financial documents.
- Ability to independently handle and research high level accounting questions and issues.

SALARY

\$64,168.00 - \$97,739.20 annually. Candidates may be hired up to \$97,739.20 depending upon qualifications.

BENEFITS

A comprehensive benefits package is offered which includes traditional pension with employer and employee contributions; choice of medical HMO, PPO, or HSA/HDHP plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; 401(a) and 457 plans; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement program; paid time off includes 12.5 paid holidays, 12 vacation days, and 15 sick days and personal leave days.

For more details, visit: [Unit 007 Benefits Pension Information](#)



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MINIMUM QUALIFICATIONS

- Five years of professional accounting experience.
- One year in a supervisory capacity.
- Bachelor's degree in accounting, business or public administration or a related degree.
- Other combinations of experience and education which meet the minimum requirements may be substituted.
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).

The City of Phoenix has paused plans to implement a federal mandate requiring all city employees be vaccinated against COVID-19. This decision comes after a series of legal challenges and a ruling from a federal judge which temporarily halts the COVID-19 vaccine mandate for federal contractors nationwide. If the requirement is reinstated, the City of Phoenix may require new hires to provide proof of full COVID-19 vaccination status as a condition of employment. After a conditional offer has been extended, candidates may request a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

PREFERRED QUALIFICATIONS

The minimum qualifications listed above, plus:

- Experience with:
- Experience with Transaction Privilege Tax auditing.
- Experience with financial analysis.
- Experience communicating with financial professionals.
- Governmental accounting and financial statement reporting experience.
- Experience with Municipal debt issuance and compliance/disclosure.
- Experience with report writing, editing, and Adobe.
- Advanced experience with Microsoft functions, including pivot tables and complex formulas in Excel.
- Master's degree and/or professional certification.

RECRUITMENT DATES

Recruitment closes November 3, 2022. All materials must be received by 11:59 p.m. on this date.



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This is a position-based recruitment **and generates a one-time use only list**. Once interviews are conducted and candidates are selected, this job posting will be considered closed and candidates will no longer be in consideration for the position applied for. This posting will not result in any ongoing eligibility list.

HOW TO APPLY

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

WE ARE HERE TO HELP

- During the current health crisis, job interviews may be held by video or audio conference.
- Please be aware that you may be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

REFERENCE

Accountant IV: Job ID 46993, Code 03260

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.