

TOWN OF GUADALUPE

- Accountant III -

DEPARTMENT: Finance **CLASSIFICATION:** Non-Exempt
FLSA DESIGNATION: Hourly / non-Exempt
SALARY RANGE: \$22-25/hour **APPROVED BY:** Town Manager

REPORTING RELATIONSHIPS

Position Reports to: Finance Director
Positions Supervised: None

DISTINGUISHING FEATURES OF THE CLASS

The Accountant III performs professional accounting work related to payroll, accounts payable, grant programs and the general ledger. Under the direction of the Finance Director, the Accountant III performs high-quality accounting and finance functions and is responsible for overseeing and assuring accurate and timely processing of bi-weekly payroll, weekly disbursement checks, and payroll reports. The Accountant III is also responsible for: administering employee benefits, performing general accounting functions related to the general ledger, and purchasing materials, supplies, and equipment for the Town. The Accountant works under the general supervision of the Finance Director.

ESSENTIAL FUNCTIONS AND DUTIES

- Process all new-hire paperwork.
 - Process payroll, prepare payroll reports, and process payment of invoices.
 - Maintain and verify leave records for Town employees.
 - Issue purchase orders upon receipt of approved requisitions.
 - Receive and code invoices and enter into computer for payment.
 - Run copies of invoices and checks for processing with grant reimbursement requests.
 - Disburse petty cash.
 - Coordinate and administer employee benefits program.
 - Prepare general journal entries based on payroll activity and prepare all necessary accruals.
 - Coordinate with Town departments to assure proper tracking and payment of invoices.
 - Serve as key system operator for postage machine, copiers, fax machine, building security system and telephones.
 - Assist with purchases from State of Arizona Contracts and other intergovernmental purchasing cooperatives.
 - Coordinate with department managers and staff to procure needed supplies, materials and equipment.
 - Plan, coordinate, and manage purchasing activities.
 - Expedite delivery of supply orders when necessary.
 - Maintain purchase order logs, files, and vendor data.
 - May be assigned the duties of monitoring the Town's maintenance contracts.
 - Plan and oversee the Town mailing services. What is this?
 - Respond to public records requests.
 - Monitor and respond to incoming customer e-mails.
 - Oversee and manage updates to the Personnel Rules and Regulations Manual.
 - Work with Finance Director to improve departmental operations.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Associate's degree in business, finance, accounting or related field. Bachelor's degree preferred.

REQUIRED KNOWLEDGE:

- Working knowledge of the application of double-entry accounting principles.
- Working knowledge of office methods, procedures and equipment.
- General knowledge of operation and maintenance of computers.
- Familiarity with accounting financial terminology.
- Working knowledge of purchasing methods and procedures.
- Working knowledge of accounting principles as applied to procurement practices.
- Working knowledge of Payroll laws and processing procedures.
- Working knowledge of record keeping systems and practices of business administration.

EXPERIENCE REQUIRED: Two years of experience in accounting or general bookkeeping with experience in payroll and accounts payable. Experience in the area of purchasing, preferably in a municipal environment.

SKILLS/ABILITIES:

- Ability to prepare accurate and complete financial reports from accounting data.
- Ability to understand and carry out general oral and written instructions.
- Ability to establish and maintain harmonious working relationships with fellow employees, customers and elected officials.
- Ability to understand and prepare simple financial reports.
- Ability to effectively communicate orally and in writing in the English language.
- Ability to research, prepare, and present comprehensive written and oral reports to the Finance Director and Town Manager as required.
- Ability to use Microsoft Office software.
- Ability to deal effectively with the public, executive leadership, colleagues, and vendors.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

REPETITIVE MOVEMENT: Standing and sitting. This position will require lifting of boxes containing supplies, movement of equipment in preparation for activities and events, setting up and taking down equipment for events and activities. Repetitive movements standard in office-related activities such as typing, note-taking and talking in person and via telephone.

COMMUNICATION: Requirements: Ability to skillfully produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling. Ability to use an active English vocabulary effectively verbally and in writing. Spanish and Yaqui language skills preferred.

HEARING: Able to understand advanced conversations, receive direction, or understand the spoken word at normal levels of hearing.

VISUAL ABILITIES: Average, ordinary visual acuity necessary to prepare and inspect written documents or work products, or operate machinery.

PHYSICAL STRENGTH: Some sedentary work, some active. Sitting most of the time, however must be able to lift up to 25 lbs of force occasionally.

WORKING CONDITIONS

No hazardous or significantly unpleasant conditions exist.

ADVERTISEMENT LANGUAGE:

ACCOUNTANT III - The Town of Guadalupe, Arizona is looking for a professional to provide exceptional finance and accounting services for the Town. This position is an Hourly, non-Exempt position. Hourly requirements may exceed 40 hours per week. Minimum of two years as a practicing municipal finance officer and graduation from an accredited finance program with an Associate's Degree in finance, accounting or related field, and experience in municipal finance is preferred. See the complete job description prior to interview @ 9241 South Avenida Del Yaqui, Guadalupe, AZ 85283-2598. Telephone: 480-730-3080. Open until filled. Town of Guadalupe is an Equal Opportunity Employer.