**LA PAZ COUNTY**

**JOB ANNOUNCEMENT**

**Accountant**

The Finance Department of La Paz County is now accepting applications for the Full-Time position of **Accountant.** The accountant position is responsible for the professional management of the County’s financial and budgetary activities. This Exempt position reports directly to the Finance Director.

Annual salary $46,446.40 - $68,744.00 D.O.E.

**Please see the Job Description for the Essential Job Tasks**.

**Minimum Education and/or Experience:**

Bachelor's degree in accounting, finance or closely related field. Accounting experience may substitute for the education requirement on a year per year basis.

**Specialized Training, Certifications, And/or Other Special Requirements**

Must currently possess or have the ability to obtain a valid Driver's License at time of hire.

**Knowledge, Skills, and Abilities**

* Strong understanding of governmental accounting.
* Highly proficient with grant accounting.
* Accounting practices and procedures.
* Microsoft Office software.
* Skilled in Microsoft Excel and Access.
* Ability to organize and prioritize tasks.
* Strong verbal and written communication.
* Ability to interact effectively with staff at all levels, and a diverse population.
* Self-directed and exercises independent judgment within guidelines, and department policies and procedures.
* Multitask and prepare and process large amounts of paperwork while being detail oriented.
* Prepare, monitor and maintain related files in an efficient and organized manner, following applicable regulations and guidelines.

**Preferred Education And/or Experience**

Certified Public Accountant and Certified Government Financial Manager. Public sector experience. Two (2) or more years budget/financial management experience.

**Preferred Training, And/or Other Special Requirements**

Experience with Tyler Infinite Visions and Eagle software.

**Working Conditions**

Office setting which may require extended periods of sitting to perform tasks. May be required to drive personal or County owned vehicle to travel to and from various County locations. Ability to move up to 20 pounds floor to waist and pushing/pulling up to 20 pounds a distance of up to 100 feet.

For the complete Job description and to access the employment application, please visit:

Human Resources Department, 1113 Kofa Avenue, Parker, AZ 85344,

(928) 669-3400; or visit our website: [www.co.la-paz.az.us](http://www.co.la-paz.az.us).

Position is open until filled.

La Paz County is an Equal Opportunity Employer.

**LA PAZ COUNTY**

**ACCOUNTANT**

**Job Description**

**Summary**

The accountant position is responsible for the professional management of the County’s financial and budgetary activities.

**Essential Job Tasks**

* Understands complex governmental chart of accounts and an organization with multiple funds to ensure documents and transactions have complete and accurate cost centers identified via the accounting string/code.
* Ensures accuracy of transaction imports and exports between Finance and Treasurer’s Office software programs.
* Maintains and balances subsidiary accounts by verifying, allocating, posting, reconciling transactions; resolves discrepancies.
* Reviews and reconciles expenditures, revenues, payroll, accruals and cost allocations to verify compliance with County and grants regulations.
* Takes initiative for investigating discrepancies, provides recommendations based on sound accounting practices and applies resolution as appropriate.
* Prepares various billings and cost analysis.
* Works cooperatively with individual departments in identifying and analyzing requirements and problems.
* Reconciles general ledger accounts, prepares journal vouchers, allocates interest, tracks and verifies transactions.
* Performs account analysis of month-end closing; prepares and/or reviews reconciliations and reports findings.
* Prepares monthly financial reports and reconciliations of projects.
* Performs contract and grant administration to ensure the fiscal aspects comply with County and grantor regulations; prepares grant expenditure reports, invoices and draws in compliance with County and grant requirements while reconciling the draws.
* Ensures compliance with County procurement policies and conditions of grant awards.
* Is highly proficient in grant accounting including monitoring expenditures in relation to the awards and recording receivables and deferred revenue, as applicable, in accordance with the GASB revenue recognition standards.
* Provides information regarding department policies/procedures related to the County P-Card program; audits and reconciles P-Card purchases and ensures proper accounting strings are charged.
* Assists with budget monitoring by updating transaction detail and/or other pertinent financial information.
* Assists with preparation of County budgets and forecasts.
* Prepares all asset forms for County assets, maintains County fixed asset listing and files.
* Performs fixed asset physical counts and resolves discrepancies between the count and the fixed asset records.
* Acts as liaison between Finance and other County departments for fixed asset inventories/tracking.
* Gathers and analyzes financial and statistical information and reports relating to analysis, designs and implements quality control measures.
* Assists in the production of various complex financial accounting reports, including Comprehensive Annual Financial Report (CAFRs).
* Discusses items with Finance Director ensuring consistency in application.
* Coordinates fiscal year end activities including year-end accruals and other closing entries.
* Assists in financial and compliance audits.
* Corresponds effectively with peers and external contacts using excellent verbal and written communication skills.
* Cross trains with peers as needed.
* Performs other duties as assigned.

**Minimum Education and/or Experience:**

Bachelor's degree in accounting, finance or closely related field. Accounting experience may substitute for the education requirement on a year per year basis.

**Specialized Training, Certifications, And/or Other Special Requirements**

Must currently possess or have the ability to obtain a valid Arizona Driver's License at time of hire.

**Knowledge, Skills, and Abilities**

* Strong understanding of governmental accounting.
* Highly proficient with grant accounting.
* Accounting practices and procedures.
* Microsoft Office software.
* Skilled in Microsoft Excel and Access.
* Ability to organize and prioritize tasks.
* Strong verbal and written communication.
* Ability to interact effectively with staff at all levels, and a diverse population.
* Self-directed and exercises independent judgment within guidelines, and department policies and procedures.
* Multitask and prepare and process large amounts of paperwork while being detail oriented.
* Prepare, monitor and maintain related files in an efficient and organized manner, following applicable regulations and guidelines.

**Preferred Education And/or Experience**

Certified Public Accountant and Certified Government Financial Manager. Public sector experience. Two (2) or more years budget/financial management experience.

**Preferred Training, And/or Other Special Requirements**

Experience with Tyler Infinite Visions and Eagle software.

**Working Conditions**

Office setting which may require extended periods of sitting to perform tasks. May be required to drive personal or County owned vehicle to travel to and from various County locations. Ability to move up to 20 pounds floor to waist and pushing/pulling up to 20 pounds a distance of up to 100 feet.