

CITY OF WILLIAMS
ACCOUNTANT

Under general direction of the Finance Director, the Accountant performs professional-level accounting duties and may train and supervise other Finance Department employees.

A successful candidate will have strong General Ledger and payroll recording/reporting experience, preferably municipal, along with knowledge of generally accepted accounting procedures, particularly as they apply in the municipal sector. Three years progressively responsible, professional-level accounting work and a B.S. in accounting are preferred.

Full-time, full-benefits position, salary DOQ&E, \$40,435 - \$56,489. Employment applications and position description are at www.williamsaz.gov. Submit City of Williams application and resumé to pgalvan@williamsaz.gov by 5:00 p.m., Thursday, March 18, 2017. Open until filled.

ACCOUNTANT

City of Williams Position Description (Grade 11)

Summary of Position

Performs complex, professional-level accounting, technical review, and financial reporting duties within the Finance Department.

Organizational Relationships

1. Reports to: Finance Director
2. Directs: Account Clerks-Payroll/Accounts Payable
3. Other: Offers support services for the Finance Director, City Staff, and auditors

Essential Duties

-) Manages fixed assets, participates in audit preparations by developing required schedules and reconciliation reports.
-) Audits or reconciles General Ledger accounts, monthly bank statements, investment accounts, and other related documents and records as assigned.
-) Reviews, researches, and analyses transactions.
-) Assists Finance Director with administering, maintaining, coordinating, and implementing the day-to-day activities of the Finance Department.
-) Prepares monthly, quarterly, and annual reports, including Transaction Privilege Tax, Worker's Compensation, unemployment, payroll taxes, w-2 and 1099 forms.
-) Trains Finance employees as needed to ensure account clerks comply with accounting regulations and standards, and City policies and procedures. Payroll/Accounts Payable/General Ledger
-) Performs other related duties as requested, directed, or assigned.

Job Knowledge, Skills and Abilities

-) Knowledge of generally accepted accounting procedures, particularly as they apply in the municipal sector.
-) Bachelor's degree in accounting or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
-) Three years progressively responsible professional-level accounting work, preferably in the municipal sector.

General Information

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.