



ACCOUNTANT 3

“Accounts Receivable Supervisor”

SUPPORT SERVICES DIV / BUSINESS & FINANCE BRANCH / PHOENIX BASED

FLSA-Exempt / SALARY GRADE 22 (\$43,239 - \$77,468)

REQUISITION #51003 / CLOSING DATE: 10/22/2019

The mission of the Arizona Game & Fish Department (AZGF) is to conserve Arizona’s diverse wildlife resources and manage for safe, compatible outdoor recreation opportunities for current and future generations. It is our vision to be the national conservation leader supporting the continuation of the North American Model of Wildlife Conservation and Arizona’s most trusted, respected and credible source for wildlife conservation products, services and information.

Description of Duties: Under the direction of the Accounting Manager, this position supervises a staff of professional accountants to support the Department’s mission and the expenditures of the Agency, including the wildlife, watercraft, and off-highway vehicle resources of the State of Arizona. This position applies established accounting principles, theories, concepts, and practices directly to the Accounts Receivable Department and supervises the day-to-day financial operations, reviewing and approving a variety of complex financial statements, and reports for completeness, accuracy and conformance with Generally Accepted Accounting Principles (GAAP) or other specific accounting requirements. The Accounts Receivable Supervisor maintains an internal control structure through the review of reconciliations, financial data, procedures, controls and revenues for state and federal grants, license revenues and donation accounts. Duties also include monthly motor pool computations and setting rates for vehicle maintenance and replacement. Resolves problems and questions present by management regarding accounting transactions, policies and procedures and helps in preparation of the statewide comprehensive annual financial report.

Major duties include:

- Review and approval of all accounts receivable documentation, including receipt of all revenues, transfers, credit card, POS and online transactions
- Research, analyzation and development of complex management reports, reconciling reports from AFIS and APP
- Ensure proper monitoring of funds from federal and state government to ensure proper matching of expenditures and availability of funding for payments to vendors
- Performs duties as assigned

An equal opportunity, reasonable accommodations employer, the Arizona Game and Fish Department complies with the Americans with Disabilities Act of 1990. If you need accommodation in the employment process or this document in an alternative format, please contact our office at (623) 236-7326 or TTY 1-800-367-8939, prior to the closing date of the job in which you are interested. The Arizona Game & Fish Department is responsible for managing Arizona’s fish and wildlife resource as an enduring public trust. In addition, the Department is charged with promoting safe and responsible use of watercraft and off-highway vehicles. Funding is provided from the sale of licenses and permits; watercraft registration fees; federal excise taxes on firearms, fishing equipment, boats, and other sporting goods; State lottery revenues; donations on State income tax forms; and various contracts and grants. Department policy is set by the Arizona Game and Fish Commission, whose five members are appointed by the Governor. We stand in support of equality for and advancement of all people based on their qualifications and actions alone without regard to color, gender, age, religion, national origin, or disability.



Knowledge, Skills & Abilities: The candidate must have knowledge in/of economic and accounting principles and practices, analysis and reporting of financial data, GAAP, principles, concepts, practices, methods and techniques of government accounting, fiscal management, methods and techniques of automated financial systems, federal regulations, Arizona Revised Statutes, policies and procedures and working knowledge of financial research.

Candidates will be skilled in analysis, interpretation and communication of financial data, handling detailed work with accuracy and speed, performing accounting functions, monitor accounting requirements and deadlines, composing a wide variety of complex accounting systems procedures, respond to a variety of complex inquiries concerning the progress of accounting functions, providing advice regarding proper procedures and providing good customer service.

The candidate must have a demonstrated ability to lead, manage, and supervise subordinate personnel. The ideal candidate will be able to learn and apply Department's policies and procedures, establish priorities and work with minimal supervision, problem solve, and maintain confidentiality.

The candidate must have a Bachelor's degree in Accounting or Administration, and preferably a license/certification as a CPA or CGFM.

Position requires possession of and the ability to retain a current, valid state-issued driver's license appropriate to the assignment. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Arizona Administrative Code R2-10-207.12.).

All newly hired employees will be subject to the E-Verify Employment Eligibility Verification program. Our work environment offers training opportunities and encourages career development.

The State of Arizona offers an outstanding comprehensive benefits package including:

- * 13 days of vacation
- * 12 sick days with accumulation benefits
- * 10 paid holidays
- * Participation in the nationally recognized Arizona State Retirement System
- * Superior health care options
- * Vision care, dental care, pharmacy benefits, and flexible spending account (options available)
- * Life, long-term disability, and short-term disability insurance options are available
- * Many more benefit programs are available

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Arizona State Government is an EOE/ADA Reasonable Accommodation Employer

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