
COMPTROLLER(Job Id 56796)

Post Date: 08/10/2020

Close Date: 08/17/2020

Category: ACCOUNTING / AUDITING

Grade: 26

Location: PHOENIX

Salary: 75,000.00-90,000.00

Description

Safer communities through effective corrections.

COMPTROLLER

Financial Services Bureau

1645 W. Jefferson St.

Phoenix, AZ 85007

<https://corrections.az.gov/>

JOB SUMMARY:

This position is responsible for planning, organizing, and directing the fiscal functions of the accounting, fixed assets, grants, payroll and the Arizona Financial Information System (AFIS) control functions for the Arizona Department of Corrections, Rehabilitation & Reentry (ADCRR).

JOB DUTIES:

- Manages and directs subordinate managers and professional staff in the performance of departmental support functions including accounting, payroll, systems control, grants, and fixed assets; provides expert technical guidance and direction
- Conducts performance evaluations, recommends hiring, performs dismissal or disciplinary actions and assigns work for staff
- Designs, maintains and updates various databases to monitor system errors, reconcile financial data and generates standard ad-hoc reports for upper management
- Establishes, customizes and maintains the organizational and program structure in AFIS; authorizes user access levels and passwords to AFIS and ProcureAZ accounts payable system
- Develops program directives, policies and procedures affecting ADCRR; ensures effective internal control structures are in place and enforced
- Provides guidance and consultation on the design, implementation and compliance of automated accounting systems
- Responds to inquiries from other state agencies
- Drives on State business with possible overnight stays
- Performs other duties appropriate to the assignment

SPECIAL SELECTION FACTOR(S) – THE FOLLOWING ARE REQUIRED:

Requires possession of, and 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).

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KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of:

- Generally Accepted Accounting Principles (GAAP) at an expert level
- Federal rules and regulations as applied to federally funded grants, state and private grant management
- Principles, concepts, practices, methods and techniques of government accounting, internal control structures and fiscal management
- Various database, spreadsheet and word processing software to analyze data, produce financial reports and responses to requests for information
- Reconciliation of bank accounts
- Budget and fiscal report and forms preparation
- Financial records maintenance and formats; identification and resolution of discrepancies
- Supervisory, management methods and leadership techniques

Skill in:

- Written and verbal communication
- Establishing and maintaining interpersonal relationships at all organizational levels including other state agencies
- Time management and organization
- Analysis, interpretation and communication of financial data
- Mainframe and personal computers
- Customer service
- Phone etiquette

Ability to:

- Motivate and manage staff
- Problem solve and make decisions
- Learn and adhere to ADCRR policies and procedures
- Learn and adhere to Arizona Revised Statutes and the State Accounting Manual
- Learn State government processes, including legislative processes and administrative prerogatives and responsibilities
- Learn AFIS, AZ Procurement system and the Human Resources Information System (HRIS)

SELECTIVE PREFERENCE(S) - IDEAL CANDIDATE WILL POSSESS:

- Bachelor's degree with a major in accounting OR
- Bachelor's degree in a related field with a minimum of 24 semester hours in accounting courses and an additional 18 hours in related economics and business administration courses
- Certified Public Accountant (CPA) license
- Five (5) plus years as a professional accountant
- Three (3) plus years managing professional accounting staff

PRE-EMPLOYMENT REQUIREMENTS:

Employment is contingent on the selected applicant passing a background investigation.

BENEFITS:

We offer an excellent and affordable comprehensive benefits package to meet the needs of our employees:

- Vacation and sick days with 10 paid holidays per year
- Robust and affordable insurance plan to include medical, dental, life, short-term and long-term disability options
- Exceptional retirement program
- Optional employee benefits such as deferred compensation plans, credit union membership, and a wellness program
- An incentivized commuter club and public transportation subsidy program

RETIREMENT:

Positions in this classification participate in the Arizona State Retirement System (ASRS).

Enrollment eligibility will become effective after 27 weeks of employment.

Current ADCRR Employees: Consult with your respective Human Resources Liaison if you are in a different retirement plan than the one indicated above.

TECHNICAL ASSISTANCE:

If you experience technical issues while applying for this position, please call 602-542-4700 or email HRIShelpdesk@azdoa.gov.

Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting the Employment Unit Manager at (602) 255-2430. Requests should be made as early as possible to allow time to arrange the accommodation. Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.