



Senior Accountant

CITY TREASURER

SALARY: \$66,976.00 - \$97,364.80 Annually

CLASSIFICATION: Unclassified

STATUS: Full-Time Regular

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 12/28/20

CLOSING DATE: 01/11/21 11:59 PM

INTRODUCTION:

Please note: As of January 4, 2021, the salary range will be \$68,307.20 - \$99,320.00.

Located in the beautiful Sonoran Desert, Scottsdale, Arizona is bordered by Phoenix to the west and the McDowell Mountains on the east. Scottsdale is annually rated among the nation's most desirable communities to live in, visit and do business in. Check out more [about Scottsdale](#).

The application and supplemental questions are an integral part of the selection process, and must be completed in full in order for you to be considered as a candidate. Please complete each section and answer all questions as thoroughly as possible. **DO NOT state "See resume" in lieu of answering.** Unanswered questions, incomplete responses, omissions, or partial information may result in disqualification from the selection process.

About The Position

This classification performs complex accounting work in all areas of financial reporting, including the preparation of the Comprehensive Annual Financial Report (CAFR). Additionally, this classification provides high-level technical support and coordination for the City Treasurer's Office, working effectively with City management and external stakeholders.

Selection Process:

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in a selection process to include a panel interview and an assessment exercise. Successful candidates will receive a post-offer, pre-employment background screening to include:

- Fingerprinting
- Criminal Background screening for the past 7 years

MINIMUM QUALIFICATIONS:

Education and Experience

- A Bachelor's Degree in Accounting, Economics, Business Administration, Public Administration, or closely related field from an accredited educational institution.
- Five years of experience in accounting, financial cost analysis, financial forecasting, auditing, or a closely related financial/fiscal activity.

- An equivalent combination of education and job related experience may substitute for the educational requirements on a year-for-year basis.

Licensing, Certifications and Other Requirements

- Professional certification as a Certified Public Accountant is required at time of application.

ESSENTIAL FUNCTIONS:

Performs duties and responsibilities commensurate with assigned functional area which may include, but are not limited to, any combination of the following:

- Provides financial analysis of special projects and proposals to management.
- Researches and advises on implications of new Governmental Accounting Standards Board pronouncements and assists with implementation.
- Coordinates and prepares various periodic reports such as the City's Comprehensive Annual Financial Report for management.
- Coordinates the financial management and administration of assigned contractual agreements.
- Participates in the implementation, design and enhancement of new accounting systems to improve fiscal management capabilities.
- Coordinates the maintenance of a wide variety of complex accounting records and subsidiary records and systems.
- Acts as a consultant to City departments, assists in various financial analyses, and provides training and guidance regarding finance and accounting issues.
- Researches and responds to financial questions from citizens, senior management and staff from other cities upon request.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Lift and carry materials weighing up to 20 pounds.

[Click here](#) to review the entire job description.

The City of Scottsdale reserves the right to change this process at any time.

EQUAL EMPLOYMENT OPPORTUNITY: It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR Receptionist at (480) 312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service (1-800-367-8939) may contact HR Receptionist at (480) 312-2491.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

FILE APPLICATIONS ONLINE AT:
<http://www.scottsdaleaz.gov>

Position #FY2021-00253
SENIOR ACCOUNTANT
SS

OUR OFFICE IS LOCATED AT:
9191 E. San Salvador Dr.
Scottsdale, AZ 85258
(480) 312-2615
dbrown@scottsdaleaz.gov

Senior Accountant Supplemental Questionnaire

- * 1. Can you, after employment, submit proof of your legal right to work in the United States without sponsorship from the City of Scottsdale?
 - Yes
 - No
- * 2. Please indicate which best describes your education. **Note:** The degree (to include the major) *must* be listed in the Education Section of the application. If you do not have a degree or your degree is not a in a related field and want the equivalent years of related experience to be considered, **you should ensure that you at least list a high school diploma / GED in the Education Section of the application.**
 - High School / GED
 - Associate Degree
 - Bachelor Degree
 - Master Degree
 - None of the Above
- * 3. Please indicate the number of years of experience in accounting, financial cost analysis, financial forecasting, auditing, or a closely related financial/fiscal activity. **Note:** The experience *must* be listed in the Work Experience section of the application.
 - 0 - 4 Years
 - 5 -6 Years
 - 7 - 8 Years
 - 9 or More Years
- * 4. Do you possess an active professional certification as a Certified Public Accountant?
 - Yes
 - No
- * 5. Please describe the areas of the CAFR that you were responsible for preparing. **Note:** Do not state "See resume" in lieu of responding to this question. If you don't have this experience, please indicate "None".
- * 6. Do you have any experience with implementing Governmental Accounting Standards?
 - Yes
 - No

- * 7. If you answered "yes" to having experience implementing Governmental Accounting Standards, please describe your experience to include which ones you have implemented. **Note:** Do not state "See resume" in lieu of responding to this question. If you don't have this experience, please indicate "None".

* Required Question