



# J O B   A N N O U N C E M E N T

Cochise County Department of Human Resources  
1415 Melody Lane, Building F, Bisbee, AZ 85603 (520) 432-9700  
[www.cochise.az.gov](http://www.cochise.az.gov)

## ACCOUNTING MANAGER Finance Department, Bisbee

*This is an Unclassified position not covered by County Merit Rules and is  
Exempt under the Fair Labor Standards Act*

### ANNOUNCEMENT #120318

**OPENS:** Tuesday, December 18, 2018

**CLOSES:** Open Until Filled (may close at any time without prior notice)

**SALARY:** \$55,500 - \$85,000 anticipated annual salary, plus a competitive benefits package

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**MINIMUM QUALIFICATIONS:** A Bachelor's Degree in Accounting, Economics, Business Administration, Public Administration, or a closely related field; five (5) years of experience as an accountant, three (3) years of which must have been in fund accounting, preferably in government fund accounting; prefer two years (2) in supervision of an accounting function; OR, an equivalent combination of the previously stated education and general accounting experience which training provides the desired knowledge, skills, and abilities of this classification; must possess and maintain a valid Arizona driver's license if position duties require.

**PREFERENCE:** Preference may be given to applicants who possess two years (2) in supervision of an accounting function.

**TYPICAL DUTIES: (Illustrative Only)** Manages and supervises a major component of the financial system in the county Finance Department. Applies principles of accounting to analyze financial information and prepares financial reports by performing the following duties: Compiles and analyzes financial information to prepare and review journal entries for all general ledger accounts, documenting transactions; analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet and other reports to summarize current and projected financial position; may audit contracts, orders, and vouchers, and prepares reports to substantiate individual transactions; establishes, modifies, documents, and coordinates the implementation of accounting and accounting control procedures; recommends changes for the financial system and assists with the implementation of such changes, ensuring that the financial system provides efficient and effective financial information for decision making; assists in departmental budget process; may assist with County budget process. Prepares County wide annual financial statements, both fund and GASB. Prepares financial statement schedules and footnotes. Manages the annual audit and prepares entire set of documents required by auditors.

**SUPERVISORY RESPONSIBILITIES:** Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Responsible for general accounting, payroll, revenue accounting, accounts payable and accounts receivable.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Considerable knowledge of:**

- principles, practices, theories and procedures of accounting;
- financial record keeping and reporting procedures;
- financial statements both fund and GASB, schedules and footnotes;
- automated accounting systems and applicable software applications;
- principles, practices of fund accounting;
- modern office practices and procedures;
- the principles and practices of management and supervision;
- public sector budgetary and accounting principles and practices.

continued

**Considerable skill in:**

- performing difficult mathematical computations;
- using automated accounting systems and applicable software applications for completion of work.

**Ability to:**

- analyze financial records and recommend corrective action;
- solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- establish and maintain effective working relationships with employees, other agencies, and the public;
- communicate effectively, both verbally and in writing;
- write financial policies and procedures.

**HOW TO APPLY**

You may apply on-line through our website ([www.cochise.az.gov](http://www.cochise.az.gov)) or [www.governmentjobs.com/careers/cochise](http://www.governmentjobs.com/careers/cochise). Applications must be received no later than 5 p.m. Arizona Time on the closing date of the announcement in order to be considered. Resumes will not be accepted in lieu of a completed application. The applicant must clearly demonstrate on the application form that they meet the minimum qualifications for the position.

**Cochise County is an Equal Opportunity Employer**