



Town of Youngtown
12030 Clubhouse Square
Youngtown, Arizona 85363

JOB TITLE: SENIOR ACCOUNTANT

Department: General Government

Immediate Supervisor: Town Manager

Closing Date: open until filled

Origination Date	11/16/2015
Revision Date	N/A
Job Range	B - \$40,000 to \$60,000
FLSA Status	Exempt

BRIEF DESCRIPTION: The Town of Youngtown is seeking a seasoned accounting professional to serve as the Town's Senior Accountant in the Finance Department. Qualified individual must possess a strong background in municipal finance.

ESSENTIAL FUNCTIONS:
Completes accounting activities. Reviews check requests; prepares journal entries; uploads files; prepares reconciliations; completes research; assists with questions and issues from other departments; enters budget into financial software system.
Assists Chief Financial Officer in preparing audit paperwork and close out for the fiscal year; prepares oral or written answers to audit questions and assists independent auditors in locating documentation to support financial records.
Assists Town Manager and Chief Finance Officer in reviewing internal controls, identifying errors and writing new procedures.
Manages fixed assets and inventory of the Town. Participates in fixed assets listing, and enters data into fixed asset software which calculates depreciation. Review on a quarterly basis and review input for accuracy prior to annual audit. Provide required schedules to auditors during annual audit.
Prepare monthly bank reconciliations for review by Chief Finance Officer and review and approval by Town Manager.
Work with Chief Finance Officer on annual benefits for Town Council and Town Staff. Ensure all files are up to date with the latest benefit package information and assist in administration of benefits outreach.
Back up to Chief Finance Officer on all duties of the Finance Office.
Performs other duties as assigned or required.



Town of Youngtown
 12030 Clubhouse Square
 Youngtown, Arizona 85363

JOB REQUIREMENTS
<p>FORMAL EDUCATION/KNOWLEDGE: Bachelor's Degree in Accounting or closely related field. Advanced proficiency in MS Word, Excel and Caselle (preferred). Governmental accounting experience. Prior knowledge and experience with Governmental Accounting Standards Board (GASB) and principles of accounting.</p>
<p>EXPERIENCE: Two years of government accounting experience or an equivalent combination of education, training and experience.</p>
<p>READING: Work requires the ability to read specific vocational, administrative, or technical documents, Town code, ordinances, resolutions, annexations, State statutes, meeting minutes, staff reports, election manual, and liquor permits.</p>
<p>MATH: Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. The ability to perform general accounting and budget analysis including credit card statements, travel arrangements and per diem.</p>
<p>WRITING: Assists Chief Finance Officer in preparing narratives on budget revenues and expenditures for Council meeting on a monthly basis.</p>
<p>COMPLEXITY: Requires the exercise of considerable initiative and independent analytical and evaluative judgment.</p>
<p>INTERPERSONAL/HUMAN RELATIONS SKILLS: HIGH – Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to improve customer satisfaction.</p>
<p>OVERALL PHYSICAL STRENGTH DEMANDS: SEDENTARY – Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting major part of time.</p>
<p>PHYSICAL DEMANDS: CONTINUOUSLY- Computer, desk work, paperwork, researching. FREQUENTLY-walking, computer keyboard, writing. OCCASIONALLY – standing, files, supplies, paperwork, twisting to/from desk and computer, answering telephones, driving. RARELY – pushing/pulling doors, chairs, cabinet drawers; kneeling, crouching, crawling to file or retrieve dropped items; climbing/balancing stairs; foot controls when driving.</p>
<p>MACHINES, TOOLS, EQUIPMENT AND WORK AIDS:</p>
<p>ENVIRONMENTAL FACTORS: None. Primary work location is office environment.</p>
<p>PROTECTIVE EQUIPMENT REQUIRED: N/A</p>
<p>NON-PHYSICAL DEMANDS: FREQUENT – Time pressures, change of tasks, and performance of multiple tasks simultaneously, working closely with others/team player. OCCASIONALLY – Noisy/distracting environment with interruptions; tedious/exacting work. RARE – Emergency situations.</p>
<p>EXPECTED BEHAVIOR: <i>These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.</i></p>
<ul style="list-style-type: none"> • High ethical standards; strong safety principles and safety awareness; encourage and develop teamwork; including but are not limited to the following: • Be positive. Do not participate in gossip or allow gossip or negative comments



Town of Youngtown
12030 Clubhouse Square
Youngtown, Arizona 85363

- Maintain confidentiality
- Be accountable-submit responses to all requests for information by due date and meet deadlines
- Support a learning environment
- Be on time for all meetings
- Be a champion of the Town's policies and procedures and the classification and compensation program
- Create and implement ethical standards for your worksite
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor accomplishments related to performance indicators
- Discussing and planning should be followed up with action
- Let common sense prevail
- Be visionary-anticipate issues
- Support organizational change
- Support the Town's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, contractors and vendors
- Understand and interpret Town policies and procedures, and make rational decisions/recommendations in accordance with established policy
- Work in a safe manner and report unsafe activities and conditions. Follow the Town-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations.
- Encourage teamwork and participation
- Provide outstanding customer service to internal and external customers.

In preparing this job description, the Town of Youngtown is reflecting the general details as needed to describe the principal functions of this job, the level of knowledge and skill required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.



Town of Youngtown
12030 Clubhouse Square
Youngtown, Arizona 85363

APPLICATION FOR EMPLOYMENT

All applicants for all positions are considered without regard to race, color, religion, sex, national origin, age, disability or veteran status, or any other legally protected status. A qualified individual with a disability may request a reasonable accommodation during the employment process. Employment eligibility is verified through the E-Verify program as required by A.R.S. § 41-440.

For application to be considered, you MUST: 1) type or print all answers; 2) supply all requested information, resumes may only serve as a supplement; 3) not falsify the application in any way; 4) provide comprehensive employment information, including volunteer work. The information you provide will determine your qualifications for employment or eligibility for evaluation.

GENERAL INFORMATION:

POSITION APPLYING FOR _____	
NAME _____ (LAST) (FIRST) (INITIAL)	
ADDRESS _____ STREET CITY/STATE ZIP	
PHONE: HM () _____ - _____ MSG () _____ - _____	
Are any of your relatives (marriage also), employed by the Town of Youngtown? YES ____ NO ____ IF SO, WHAT DEPT? _____	



Town of Youngtown
 12030 Clubhouse Square
 Youngtown, Arizona 85363

I will accept (check all that apply):

REGULAR _____ TEMPORARY _____
 _____ Full-time _____ Full-time
 _____ Part-time _____ Part-time

SHIFT 8AM – 5PM ONLY _____ EVENINGS _____ NIGHTS _____
 ROTATING SHIFTS _____

Have you ever been convicted of any violations of federal, state, local or military law or statute?
 Yes _____ No _____ (if yes, explain _____)

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

Have you ever been convicted of any violations of federal, state, local or military law or statute?
 Yes _____ No _____ (if yes, explain _____)

NOTE: CONVICTION IS NOT NECESSARILY A BAR TO EMPLOYMENT. EACH CASE IS CONSIDERED INDIVIDUALLY BASED ON JOB REQUIREMENTS

HAVE YOU EVER BEEN TERMINATED OR FORCED TO RESIGN DUE TO MISCONDUCT OR UNSATISFACTORY SERVICE? YES _____ NO _____ IF YES, PLEASE EXPLAIN: _____

EDUCATION, TRAINING AND SKILLS

CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12 OR GED				
Colleges/university or Trade Schools	City/State	Major Coursework	Sem. Hrs.	Degrees Completed



Town of Youngtown
 12030 Clubhouse Square
 Youngtown, Arizona 85363

Professional Certificates, Licenses or Memberships:

Driver's License? Yes ___ No ___ Classification _____ License Number _____

List any specialized training you may have received that relates to this position (include number of hours and course content)

List any equipment that you are able to operate that relates to this position

Language Proficiency (other than English)
 Language _____ Speak _____ Read _____ Write _____

Have you ever served in the U.S. Armed Forces? ___ yes ___ no
 From (mo/yr) _____ To: _____
 Type of Discharge _____
 Specialized training or experience:

EXPERIENCE: Begin with your present or most recent position. List all jobs held, paid, or volunteer, over the last ten years. Your qualifications will be evaluated on the basis of the information provided on this application. You may attach a separate sheet if additional space is needed, or to include applicable experience prior to ten years ago.

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
-------------------------	-------------------------	---------------	---------------	--------------

_____	_____	_____	_____ To _____	_____
_____	_____	_____	_____	_____



Town of Youngtown
 12030 Clubhouse Square
 Youngtown, Arizona 85363

Supervisor _____ _____ Phone # _____ # of employees you supervise: _____	_____	_____	_____ To _____ _____ _____ To _____ _____ _____ To _____ _____	_____ _____ _____ _____
--------------------------------------------------------------------------------------	-------	-------	-------------------------------------------------------------------------------	----------------------------------

May we contact your present employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ To _____ _____ To _____ _____ To _____ _____ To _____	_____ _____ _____ _____

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

Employer Name & address	List all positions held	Annual salary	Dates (mo/yr)	Hrs. per wk.
_____ _____ Supervisor _____ Phone # _____ # of employees you supervise: _____	_____ _____ _____ _____	_____ _____ _____ _____	_____ To _____ _____ To _____ _____ To _____ _____ To _____	_____ _____ _____ _____



Town of Youngtown
12030 Clubhouse Square
Youngtown, Arizona 85363

May we contact this employer? Yes ___ No ___ Please list your primary job duties below:

REASON FOR WANTING TO LEAVE:

READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW

By signing this application, I certify that all information on this form is true to the best of my knowledge, and any omissions or mis-statements of facts may be cause for rejection of this application or discharge from Town service. I also authorize the Town of Youngtown to make all necessary and appropriate investigations allowable by law to verify the information provided. It is my responsibility to keep my department head advised about any changes of address or phone numbers.

DATE

SIGNATURE