



Job Title: Accounting Specialist

Department: Finance

Reports To: Finance Manager

Salary Range: \$16.85 – \$24.43, DOE

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 4/20/2010	Revision Date: 4/2015, 1/5/2022	

JOB SUMMARY

Process the paperwork and documents for accounts payable, payroll, and purchase order/requisition functions. Participate in daily accounting operations. Enforce Town procedures related to financial matters and accounting, answer budget questions, trouble shoot problems, process cash/checks and make bank deposits. Maintain databases and run reports. Prepare routine reports for grant management and tax compliance.

ESSENTIAL FUNCTIONS

- Processes paperwork and documents for accounts payable and purchase order/requisition functions, such as invoices, bills, requests for payment, Town credit card statements, bank deposits, purchase orders, and general ledger postings. Prepare and process check runs. Prepare and distribute monthly transaction privilege tax statements and disburse accounts payable or payroll reports. Sorts and codes bills and invoices. Enters data into computer accounting system.
- Support the payroll function by processing the paperwork and documents for payroll, such as reviewing, verifying and editing employee changes, collecting payroll hours and salary data, recording vacation, sick and compensatory time earned and used and, assist in preparing W-2s and 1099s. Prepare and process payments for garnishments, PSPRS, EORP, ASRS, etc. Process bi-weekly and special payrolls from timesheet collection through general ledger journal entry.
- Participate in daily accounting operations. Maintain W-9 compliance. Process credit applications from new vendors. Process journal entries. Distribute and explain benefit and deduction forms. Coordinate and report on benefit programs and plans. Reconcile liability accounts and preparation of 1099s.
- Enforce Town procedures related to financial matters and accounting, answer budget questions, , trouble shoot problems, process cash/checks and make bank deposits. Help the Town staff manage their budget by developing more efficient processes to accommodate increasing volume of work.
- Maintain databases: chart of accounts, vendors, recurring invoices and physical files. Run reports, process journal entries as needed, and reallocate expenditures as authorized. Prepare and assist in audit and budget process. Develop and modify forms.
- Work with external departments and procurement to ensure invoices are processed against appropriate purchase orders/contracts to accurately liquidate encumbrances. Assist with utility billings as needed.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and

- monitoring as outlined in the Town’s Health and Safety Manual.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (G.E.D.) Additional formal education courses in accounting, finance, or general business from a community, vocational, or business college desirable.
- Three years’ experience in accounting, budgeting, purchasing, accounts payable, accounts receivable, payroll or a related field, preferably in a governmental or municipal jurisdiction; OR
- Any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions. An Associate Degree in a related field may substitute for two years of this type of experience.

REQUIREMENTS

- Valid Driver’s License required. Arizona Driver’s License required within ten days of hire.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management’s vision is for all employees to embrace, support, and promote the Town’s values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers