



Job Description

Working Title: Accountant 2	Job Code: AUN04285	Reports To: Supervisor, Accounting
Job Code Descr: Accountant 2	Position Number/s: SRV000001318, SRV000000193, SRV000000224, SRV000001308	
Division/s: Support	Department Name/s: Financial Services/ Revenue Accounting	Law Enforcement: No
Pay Schedule/Grade: AREG 20	FLSA Status: Non-exempt	EEO Class: Professionals
Prepared By: J Duschik / J Brown	Approved By: J Brown	Last Update: 7/31/24

Position Summary:

The Accountant 2 is responsible for examining, analyzing, and interpreting financial/accounting records, and preparing financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within the Arizona Department of Revenue (ADOR).

Supervision:

This position does not have direct reports.

Essential Functions:	% of Time	Essential/ Non-essential
<u>Accounting</u> <ul style="list-style-type: none"> Reconciles revenue transitions between the automated tax accounting system and financial accounting system. Reviews and analyzes financial transactions such as payment, deposits, adjustments, and transfers; and other financial documents Gathers compiles complex revenue accounting transactions, creates and reviews reports summarizing these transactions and status of accounts for a given period. Maintains ledgers, records entries, and resolves issues with payment vendors. Utilizes automated accounting systems and applications to include: <ul style="list-style-type: none"> Retrieve and review data files Analyze information Track revenues and/or expenditures Analyze contract status 	55%	E 1, 2 3, 4, 5
<u>Reports Support</u> <ul style="list-style-type: none"> Supports the preparation of annual financial reports and agency financial reports by performing the following: <ul style="list-style-type: none"> Reviews financial data for accuracy Analyzes, interprets, and evaluates tax accounting and financial accounting reporting systems, procedures, policies and methods 	10%	E 1, 2, 3, 5
<u>Service Delivery</u> Responds to inquiries related to revenue information verbally and in writing	10%	E 2, 3, 5
<u>Agency/Department Compliance & Continuous Improvement</u> <ul style="list-style-type: none"> Remains current on all laws, regulations, policies, and best practices related to taxation through regular engagement in activities such as: self-directed research, 	20%	E 3, 5



Job Description

<p>conferring with other practitioners and technical experts; subscriptions to regulatory/legal/industry newsletters and briefs; membership industry associations and attendance at meetings/events; and or participation in training and others continuing education opportunities.</p> <ul style="list-style-type: none"> ● Actively contributes to team and individual effectiveness through the following: - <ul style="list-style-type: none"> ○ Attends staff meetings and huddles of work unit or district; and may cascade and track information as indicated ○ Completes all required training in a timely manner. ○ Participates in assigned work teams as appropriate. ○ May complete periodic metrics, projects, huddle boards and reports as requested. ○ Prepares for and actively participates in 1:1 coaching with supervisor ● Maximizes work processes and deliverables through lean principles within the Arizona Management System (AMS); and provides recommendations for process improvement, and engages in continuous improvement efforts as assigned. 		
Other duties as assigned	5%	NE

Requirements

Education & Experience

- Any combination that meets the knowledge, skills and abilities (KSA); typical ways KSAs are obtained may include but are not limited to: a relevant degree from an accredited college or university such as Bachelor’s Degree (e.g., B.A.) in accounting or closely related field, training, coursework, and work experience relevant to the assignment.
- Minimum of one year of experience as an Accountant 1 or equivalent

Licenses & Certifications

None

Knowledge/Understanding

- Knowledge of economic and accounting principles and practices, and the analysis and reporting of financial data
- Generally Accepted Accounting Principles (GAAP)
- Knowledge of the principles, concepts, practices, methods and techniques of government accounting
- Knowledge of Internal control structures, and fiscal management
- Working knowledge of the methods and techniques of automated financial systems
- Knowledge of reference materials such as federal regulations, Arizona Revised Statutes, applicable agency manuals, and policies and procedures
- Knowledge of financial research methodologies

Skills

- Effective verbal, written, and listening communication skills
- Effective organization and time management skills with the ability to make progress on multiple task or projects simultaneously
- Effective interpersonal skills and demeanor
- Proficient in the use of a PC in a Windows environment; in the use of the Internet; in the use of MS Office Applications such as Outlook, Word and Excel, PowerPoint; and in the use of Google Suite applications such as Gmail, Sheets, Docs, and Drive.



Job Description

- Proficient in the use of financial and accounting systems such as the Arizona State Financial System (AZ360), Tax Administrative System (TAS), iNovah cashiering system, Sql Reporting based systems, and/or other banking/ERP systems for reporting and reconciliation purposes.

Abilities

- Ability to clear a comprehensive background and clearance process that includes an Arizona tax compliance verification, and a criminal background check through the FBI via level one fingerprint clearance through the Arizona Department of Public Safety
- Ability to work both independently and collaboratively as part of a team
- Ability to work in a confidential manner, using discretion and professional judgment to ensure information is shared with internal and external individuals as appropriate
- Ability to learn LEAN concepts, principles and tools
- Ability to analyze and interpret financial data; and to understand and solve problems by applying intermediate analytical skills to include collecting all the relevant information and data needed to address the problem; organizing, classifying and synthesizing the data into fundamental issues; from the information, identifying the most probable causes of the problem; reducing the information down into manageable components; identifying the logical outcomes from the analyses of the data collected; and, identifying the options and solutions for addressing the problems analyzed.
- Willingness and ability to embody ADOR's core values of Do the Right Thing, Commit to Excellence, and Care About One Another

Additional Job Demands

- In the course of performing the essential duties one must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- No substantial exposure to adverse environmental conditions (such as in typical office or administrative work.)

Selective Preferences

- Bachelor's Degree (e.g., B.A.) in accounting or closely related field