



## Job Description

<b>Working Title:</b> Accountant 3	<b>Job Code:</b> AUN06937	<b>Reports To:</b> Comptroller
<b>Job Code Descr:</b> Accountant 3	<b>Position Number/s:</b> SRV000000520, SRV000001054. SRV000000448	
<b>Division/s:</b> Support	<b>Department Name/s:</b> Financial Services/ Revenue Accounting	<b>Law Enforcement:</b> No
<b>Pay Schedule/Grade:</b> AREG 22	<b>FLSA Status:</b> Exempt	<b>EEO Class:</b> Professionals
<b>Prepared By:</b> K Wohlfert / J Brown	<b>Approved By:</b>	<b>Last Update:</b>

### Position Summary:

The Account 3 examines, analyzes, interprets and reconciles financial/accounting records and prepares financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within Arizona Department of Revenue (ADOR). Additionally, this role participates in project implementations that have a direct impact on tax revenue collections and disbursement.

### Supervision:

This position does not have direct reports.

<b>Essential Functions:</b>	<b>% of Time</b>	<b>Essential/ Non-essential</b>
<u>Accounting</u> <ul style="list-style-type: none"> <li>● Reviews and analyzes financial transactions such as payment deposits, payment adjustments, tax distribution processing, refunds, and transfers as well as other financial transactions as required by statute.</li> <li>● Reconciles revenue transactions between the Tax Administrative System (TAS), the Statewide financial accounting system (AZ360), as well as other banking systems for all tax transactions and other financial activity including but not limited to credit card receipts, treasurer adjustments, and use tax.</li> <li>● Monitors and corrects financial transactions that impact the accounting of revenue based on reconciliation research.</li> <li>● Creates and reviews reports summarizing these transactions for a given reporting period</li> <li>● Utilizes automated accounting systems and applications to include:               <ul style="list-style-type: none"> <li>○ Transaction Approvals</li> <li>○ Process Tax Distributions weekly, monthly, quarterly, annually</li> <li>○ Process the GL Financial Close Monthly</li> <li>○ Retrieve and review data files</li> <li>○ Analyze information</li> <li>○ Track revenues and/or expenditures</li> </ul> </li> </ul>	55%	E 1, 2 3, 4, 5
<u>Reporting and Analysis</u> <ul style="list-style-type: none"> <li>● Reviews distribution reports for reasonableness and allocates revenues to stakeholder entities</li> <li>● Conducts analysis of data and publishes ADOR financial statements including the accounts receivables summary</li> </ul>	10%	E 1, 2, 3, 5



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<ul style="list-style-type: none"> <li>• Interfaces with external auditor regarding financial statements, financial procedures and reconciliations.</li> <li>• Requests modifications to reports as a result of legislative or business need changes, and confirms changes to reports have been made</li> <li>• Supports the preparation of annual financial reports by performing the following:             <ul style="list-style-type: none"> <li>○ Reviews financial data for accuracy</li> <li>○ Analyzes, interprets, and evaluates tax accounting and financial accounting reporting systems, procedures, policies and methods</li> </ul> </li> </ul>		
<p><u>Service Delivery</u></p> <ul style="list-style-type: none"> <li>• Troubleshoots taxpayer and revenue accounting issues to include conducting research using automated systems and query tools</li> <li>• Responds to inquiries from state financial institutions, other state agencies and ADOR staff to facilitate resolution of issues.</li> </ul>	10%	E 2, 3, 5
<p><u>Agency/Department Compliance &amp; Continuous Improvement</u></p> <ul style="list-style-type: none"> <li>• Remains current on all laws, regulations, policies, and best practices related to taxation through regular engagement in activities such as: self-directed research, 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.</li> <li>• Actively contributes to team and individual effectiveness through the following: -             <ul style="list-style-type: none"> <li>○ Attends staff meetings and huddles of work unit or district; and may cascade and track information as indicated</li> <li>○ Completes all required training in a timely manner.</li> <li>○ Participates in assigned work teams as appropriate.</li> <li>○ May complete periodic metrics, projects, huddle boards and reports as requested.</li> <li>○ Prepares for and actively participates in 1:1 coaching with supervisor</li> </ul> </li> <li>• Performs system tests for new developments and regression testing to ensure accurate revenue reconciliations, distributions, and financial reporting.</li> <li>• 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.</li> </ul>	20%	E 3, 5
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 two years of experience as an Accountant 2 or equivalent

#### Licenses & Certifications

None



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### *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.
- Proficient in the use of financial and accounting systems such as the Arizona State Financial System (AZ360), Tax Administrative System (TAS), iNovah cashing 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