

Accounting Technician – AP at WACOG in Yuma, AZ

Job Order # 4554576 on azjobconnection.gov

Full Time

Pay Rate: \$15.77 - \$19.57 P/ Hour (D.O.E)

Job Description:

THE WACOG DIFFERENCE

Western Arizona Council of Governments (WACOG) recognizes and appreciates the strengths of our workforce. We strive to provide a professional and supportive environment where employees can achieve their career goals. The WACOG workforce is encouraged to focus on their strengths and abilities to reach their full potential.

WACOG's Human Resources Department provides overall support and/or guidance to all WACOG programs, personnel departments and initiatives. We continuously strive to provide Human Resources that enhance the programs' successes and long-term viability within Yuma, La Paz, and Mohave Counties.

SUMMARY STATEMENT

Under close supervision and working within a team environment, support multiple departments providing comprehensive programs with a complex array of funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Perform clerical duties, manually as well as using appropriate software programs, pertaining to the preparation and maintenance of invoices, files, journals, subsidiary AP ledgers, schedules and recapitulations reflecting various accounting transactions.
- Receive, analyze, process and classify invoices, purchase orders, receivers, and check requests.
- Review documents for validity, budget and expenditure limitation, completeness and correctness of accounting transactions.
- Accurately enter payment data into WACOG's financial management system(s).
- Track bills and ensure timely payment.
- Provide coordinated payment of program expenses to ensure smooth cash flow processes.
- Create backup documentation for payment vouchers for review and auditing purposes.
- Ensure accuracy of assigned financial duties and manage and maintain Excel accounting workbooks and other assigned databases; ensure files are complete and current; perform period-end accounting duties.
- Process reimbursements to employees and associated non-employees; process all pre and post travel payments and/or advances.
- Prepare deposits (receivables) on a weekly basis.
- Act as a skilled user for finance related software programs and train others as necessary within the Accounts Payables portion of the electronic systems; collaborate and assist in Finance Department efforts to update like portion of systems as needed to maintain compliance and provide efficient and accurate reports.
- Manage vehicle mileage logs, fuel receipts, and services records.
- Manage equipment such postage and copier machine usage, payments and rental vouchers.
- Maintain current accounts payable vendor listing and files, store per regulations.
- Receive and process Finance Department mail on a daily basis.

- Participate in separation of duties to ensure compliance and best practices.
- Travel within WACOG service area, including overnight stays as needed; additional travel maybe required.
- Maintain regular and punctual attendance; work outside of standard business hours as needed.
- Utilize tact and discretion to maintain confidentiality; project a positive and professional image of WACOG at all times.
- Other duties as assigned or required of the position.

KNOWLEDGE/SKILLS/ABILITIES (KSAs)

The individual who holds this position must be able to perform the essential duties and responsibilities satisfactorily. The KSAs listed below are representative of the knowledge, skills, and/or abilities needed for satisfactory performance.

- Understanding of office practices and procedures relating to the processing and recording of transactions and accounting information.
- Working knowledge of the Accounts Payables process.
- Ability to acquire and apply a knowledge of the principles, policies and operating details of the accounting system and knowledge of accounting procedures and general accounting office operation.
- Skilled user of financial management system software, spreadsheets, and databases. Able to enter (post) financial transactions into the appropriate computer software.
- Basic knowledge and understanding of General Acceptable Accounting Principles (GAAP)
- Working understanding of 2 CFR Part 200 - Uniform administrative requirements, cost principles, and audit requirements for federal awards.
- Able to navigate through Microsoft Office products to include proficient use with Excel. Ability to compute large and complex amounts of information with high degrees of accuracy. Ability to work collectively within a diverse environment and prioritize timely deliverables.
- Aptitude to verify the accuracy of figures, postings, and document to ensure that they are mathematically accurate and properly coded and make corrections when needed or when appropriate reconcile or note and report any differences they find in the records.
- Qualities necessary to succeed include: computer skills, detail oriented, integrity, and math skills.

Note: In accordance with the U.S. Department of Labor Statistics, Bureau of Labor Statistics' Occupational Outlook Handbook, software innovations more routinized tasks associated with this position will be automated in the near future and the work will take on a more analytical and advisory role. For example, rather than performing manual data entry, the focus will be more on analyzing accounts payables, providing support to program personnel, and pointing out potential areas for efficiency gains.

Job Requirements:

REQUIRED EDUCATION AND EXPERIENCE

- High school Diploma/GED
- Two years' experience that demonstrates proficiency in accounting clerical methods and techniques, applicable to generally accepted accounting principles.

PREFERRED EDUCATION AND EXPERIENCE

- Associates degree in accounting or finance
- Proficient in Microsoft Office Suite (Especially Excel)
- Experience and knowledge in 2 CFR Part 200

OTHER REQUIREMENTS

- Minimum 21 years of age Valid Arizona Driver License
- MVR Report of Acceptable Driving Record Proof of Vehicle Liability Insurance
- Current AZ DPS Fingerprint Clearance Card/ Criminal History Affidavit Central Registry Background Check Comfortable working in a fast-paced, high-energy environment
- (Ability to secure and maintain a driver's license valid in the state of Arizona, or an acceptable alternative means of transportation. May be required to drive an agency vehicle. Employees authorized to operate a private vehicle for WACOG business are required to carry liability insurance minimums. For purposes of vehicle insurance, minimum 21 years of age.)

How to Apply:

Go to <https://www.applitrack.com/wacog/onlineapp/> to apply for this position. Follow the instructions included at the site, including how to submit an application.