

ARIZONA CRIMINAL JUSTICE COMMISSION
1110 W. Washington, Suite 230, Phoenix, AZ 85007
Accountant III

(This position is not covered by the State Merit System)

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

Posting Date: Friday, April 27, 2012 – Friday, May 18, 2012
Salary Range: \$50,000 - \$60,000 Location: Phoenix Grade: 20

The Arizona Criminal Justice Commission (ACJC) has an exciting position available in our Finance Department for an Accountant III. This is a permanent full-time opportunity with great benefits, an ideal work environment with free covered parking and front door access to public transit.

In this position, the Accountant III will act as the lead auditor performing field audits of federal and state grant programs for ACJC and provide internal audit duties reconciling agency records to the Arizona Financial Information System (AFIS); produce revenue and expenditures reports; and assist with the preparation of the annual agency budget. This position requires a self-starter who is well organized with good time management and computer skills. **This position will require some in state travel.**

Essential Duties and Responsibilities:

- ❖ Conduct field monitoring reviews and/or audits of sub-grantees.
- ❖ Reviews the work of others for consistency and quality assurance.
- ❖ Present exit interviews of audit results to agency heads and elected officials at the city, county, and state levels.
- ❖ Prepare reports based upon audit reviews and monitor compliance with recommended changes.
- ❖ Provides training to stakeholders regarding financial and reporting compliance and in record keeping processes and techniques.
- ❖ Offers technical assistance to grantee agencies in developing proper fiscal procedures for record keeping purposes.
- ❖ Reviews and/or conducts the reconciliation of internal and external agency reports and financial data, identifying or correcting inconsistencies or errors.
- ❖ Compiles and prepares revenue/expenditure reports; audit reports and other required financial reports
- ❖ Assist with the preparation of the annual agency budget.
- ❖ Proven interpersonal, organizational skills, along with excellent verbal and written communication skills
- ❖ Stays abreast of industry-wide changes in accounting principles and auditing procedures and processes.
- ❖ Compiles data, develops and composes a variety of reports on agency activities, function, trends, conditions, or volume of specific occurrences, as mandated or determined by state, federal or agency requirements.

Skills and Abilities:

The successful candidate will have a thorough knowledge of accounting and auditing principles; comprehensive knowledge of government accounting principles, concepts and practices and fiscal management; skill in interpreting and determining compliance with federal, state and agency laws, regulations, policies & procedures as they pertain to various grant programs; ability to interpret analyze and effectively present financial data; highly skilled communicator with the ability to write and speak with clarity, precision, and diplomacy while maintaining confidentiality; and proficiency with Microsoft Office software products and accounting software. The ideal candidate will have some knowledge of policies and procedures that are utilized within the various criminal justice agencies in Arizona. Examples of this would include confidential funds, program income, and forfeitures. Working knowledge of the Arizona Financial

Information System (AFIS) and state accounting policies and procedures is preferred. A licensed Certified Public Accountant is a plus but not required.

A bachelor's degree in accounting, business administration or related field and four years of government accounting, professional financial auditing, program compliance auditing or closely related field. This position requires a person who is able to multi-task; has a proven record of working projects from concept to completion; ability to work independently and with a team to complete assignments within specified deadlines.

Submit your resume and cover letter to www.azcjc.gov and click on the employment page or you may mail your resume to Arizona Criminal Justice Commission, Attn: HR Department, 1110 W Washington, Suite 230, Phoenix, AZ 85007.

All resumes must be received by 5:00 PM Friday, May 18, 2012.

The Arizona Criminal Justice Commission is an Equal Employment/Affirmative Action/Reasonable Accommodation Employer. In compliance with the American with Disabilities Act (ADA), the Arizona Criminal Justice Commission will make reasonable accommodations during any and all phases of the selection process for a person with disabilities. Persons with such a disability may request reasonable accommodation, such as a sign language interpreter, by calling (602) 364-1147. Requests should be made as early as possible to allow sufficient time to arrange the accommodation.