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# ACCOUNTING SUPERVISOR 2(Job Id 39941)

**Post Date:** 07/24/2018

**Close Date:** 08/07/2018

**Category:** ACCOUNTING / AUDITING

**Grade:** 24

**Location:** PHOENIX

**Salary:** 52,000.00-80,000.00

## Description

# ARIZONA EXPOSITION AND STATE FAIR

The Arizona Exposition and State Fair (AESF) has an annual tradition since 1884, to provide unlimited opportunity to celebrate Arizona's heritage, youth industry, and future by bringing the entire community together to showcase the talents of Arizonans by offering the most affordable entertainment in town.

Year after year, AESF produces the state's largest community event, attracting over 1 million guests, being the largest single venue in the state to showcase not just rides, fun and food, but provide Arizonans the biggest stage to present home grown culture, agriculture and art.

Visit our website at [azstatefair.com](http://azstatefair.com)

## ACCOUNTING SUPERVISOR 2

### LOCATION

1826 West McDowell Road – Phoenix, Arizona 85007

### JOB SUMMARY

The Arizona Exposition and State Fair (AESF) has an immediate opening for a highly experienced, well- seasoned Accounting Supervisor 2, to oversee the planning, directing, and coordinating of accounting operational functions to include: assessing current operations and control systems to ensure accounting activities are in compliance; managing the accumulation and consolidation of financial data; coordinating and preparing internal and external financial statements; coordinating activities of external auditors; and overseeing regulatory reporting.

As the Accounting Supervisor 2, you will oversee all aspects of the accounting department for the agency. You will work closely with the Deputy Director to maintain effective accounting fiscal management, completeness, accuracy, and conformance with Generally Accepted Accounting Principles (GAAP) or other specific accounting requirements.

#### Responsibilities:

Prepare a variety of complex financial statements and reports in compliance with GAAP and maintain internal control structure through review of reconciliations, financial data, procedures and controls; prepare "closing package" utilized in preparing the statewide comprehensive annual financial report; reconcile financial management control systems; maintain the chart of accounts; review and analyze fiscal transactions as billings and invoices, payments and other financial documents; ensure costs are properly allocated to appropriate federal/state funds and accounts;

Supervise accounting staff; assign a wide variety of accounting tasks such as maintaining ledgers, recording entries, participation in the budget process, and interacting with vendors; establish and maintain work standards, procedures, methods and rules for accounting department;

Confer with the Deputy Director (supervisor) to make recommendations for improvement to agency financial work system; resolve problems and questions from management and/or subordinate staff regarding work processes, policies, organization or methods;

Gather complex data and write reports summarizing financial transactions and status of accounts for a given period. Maintain internal control structure through the review of reconciliations, financial data, procedures and controls;

Write policy and operating procedures for agency in the area of expertise, subject to guidelines and regulations set forth by supervisor, bylaws and regulations;

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Compose correspondences dealing with subject matter which may call for considerable discretion and involve judgment or negotiation;

Maintain knowledge of current accounting theory, practices and law by attending classes, seminars or other educational courses and/or reading related publication.

**NOTE:** Weekend availability and a flexible schedule are required during peak seasons.

## REQUIREMENTS

### **Minimum:**

Bachelor's degree in Accounting or closely related field required; One year experience as the Accounting Supervisor 1 level or equivalent.

CPA license highly preferred; or Master's degree in Business Administration or Accounting.

### **Additional Abilities, Skills and/or Knowledge of:**

Generally Accepted Accounting Principles (GAAP)

Principles, concepts, practices, methods and techniques of government accounting;

Extensive knowledge of reference materials such as federal regulations, Arizona Revised Statutes, applicable agency manuals, and policies/procedures;

Management / leadership techniques;

Considerable knowledge of the methods and techniques of automated accounting systems;

Advanced communication skills (oral and written); advanced interpersonal skills and group facilitation;

Substantial skills in work organization and accomplishment;

Public speaking ability and interpersonal interaction with others;

Significant skills in analysis, interpretation and communication of financial data;

Considerable skills in technique required to maintain accounting records through automated accounting systems.

The Arizona Exposition and State Fair offers comprehensive benefits package to include:

Sick leave

Vacation with 10 paid holidays per year

Health and dental insurance

Retirement plan

Life insurance and long-term disability insurance

Optional employee benefits include short-term disability insurance, deferred compensation plans, and supplemental life insurance

Positions in this classification require participation in the Arizona State Retirement System (ASRS). Please note enrollment eligibility will become effective after 27 weeks of employment.

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.

Click the **APPLY NOW** button to submit your application and cover letter.

***Having trouble applying for this position?***

***Email [HRIshelpdesk@azdoa.gov](mailto:HRIshelpdesk@azdoa.gov) or call 602-542-4700 for assistance.***

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