

JOB TITLE: Accountant

ANNUAL SALARY RANGE: DOE / \$80,000 – \$100,000

JOB DESCRIPTION:

The Arizona Industrial Development Authority (AzIDA) is seeking a highly skilled and experienced Accountant to perform critical accounting functions in support of AzIDA's Conduit Revenue Bond and Single-Family Mortgage programs. Reporting directly to the Chief Financial Officer (CFO), this position is primarily an accounting role with some administrative duties related to the Authority's programs.

The Accountant applies GAAP, GAAS, and GASB standards, ensures data accuracy, and actively participates in contributing to authority accounting policy enhancements and process improvements. Duties will include general ledger accounting, processing payments, generating invoices, assisting with auditing activities, the preparation of financial reports, and a role in monitoring the authority's conduit debt and mortgage revenue bond portfolio.

This is an exceptional opportunity for a professional dedicated to excellence in governmental/nonprofit accounting to make a significant impact.

This position currently requires the ability to work remotely, within Arizona, based upon the Authority's business needs. Should the needs or circumstances of the Authority change, the Authority may require employees to work on site. Rare in-state and out of state travel may be required for this position.

KEY RESPONSIBILITIES:

- **Accounting (70%):**
 - o Maintain general account books and records and perform account reconciliations of all general ledger accounts.
 - o Prepare journal entries related to the operations of the Authority.
 - o Receive and enter vendor invoices for review and payment approval.
 - o Generate and send conduit revenue bond program fee invoices.
 - o Monitor the daily incoming wires for DPA funds and maintain accounting records and reports relating to DPA Programs.
 - o Assist with Federal, State, and MSRB Financial Compliance/Reporting
 - o Assist with monthly, quarterly, and year-end reporting and processes; prepare quarterly reports.
 - o Assisting with internal and external audit and reporting.
 - o Respond to requests for information from external auditors.
 - o Assisting CFO with the development of the annual budget

- **Program Support 20%):**
 - o Assist the CFO in managing the Authority’s bond database, including entering new bond issues, bond refunding, defeasance/pay-off as well as updating existing bond records for the Annual Bonded Indebtedness and Long-Term Obligations Report.
 - o Collect and upload documents to the Authority’s system.
 - o Conduct research, collect, and analyze data for reports and special projects as requested.
- **Operations (10%):**
 - o Other administrative duties as assigned.

Please note that this job description is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time based on organizational needs.

QUALIFICATIONS & EXPERIENCE:

- Bachelor’s degree in Accounting or another related field from an accredited college or university, plus four or more years of accounting and/or finance experience or equivalent combination of education and experience.
- Experience working in a government finance authority is preferred but not required.
- **Knowledge:**
 - o Extensive knowledge of GAAP, GAAS, FASB, GASB concepts, practices, methods and techniques of government accounting and fiscal management
 - o Knowledge of bond/loan accounting, reporting, and best practices.
 - o Comprehensive knowledge of the principles, concepts, practices, methods and techniques of government accounting, audit methodologies, internal control structures, accountability, and fiscal management
 - o Accounting Software, *QuickBooks*
 - o Microsoft Office (Word, Excel, Teams, Outlook) and other common applications, Bill.com, hubdoc, Zoho, Zoom, Dropbox
- **Skills:**
 - o **Executing** accounting functions in accordance with Generally Accepted Accounting Principles and Practices applicable to government.
 - o **Analysis and interpretation** of financial data and accounting problems.
 - o **Diligence and accuracy** in record-keeping
 - o **Structured thinking:** Ability to break down complexity into achievable actions.
 - o **Oral and written communication:** Ability to effectively communicate with staff, managers, contractors, and external partners.

- **Abilities:**

- **Independence:** Ability to fulfill responsibilities independently.
- **Prioritization:** Establishing priorities and working without direct supervision.
- **Confidentiality:** Operating with confidential information.
- **Effective communication:** Presenting ideas clearly and concisely.
- **Teamwork:** Being a team player.
- **Adaptability:** Ability to learn new systems, procedures, and technology.
- **Solution-oriented:** Patiently addressing challenges.

BENEFITS:

The Arizona IDA provides an excellent comprehensive benefits package including:

- Authority paid medical and dental.
- Ten paid holidays per year
- Vacation Time accrued at 6.47 hours bi-weekly.
- Sick time accrued at 3.70 hours bi-weekly.
- Top-ranked retirement and long-term disability plans:
You will be required to participate in the Arizona State Retirement System (ASRS) upon your 27th week of employment, subject to waiting period. On or shortly after your first day of employment you will be provided with enrollment instructions and effective date.

PRE-EMPLOYMENT REQUIREMENTS:

Offers are contingent upon successful completion of all background, reference checks, and required documents.

If this position requires driving or the use of a vehicle as an essential function of the job to conduct State business, then the following requirements apply: Driver's License Requirements.

All newly hired IDA employees are subject to and must successfully complete the Electronic Employment Eligibility Verification Program (E-Verify).

HOW TO APPLY:

To apply please email your resume and a brief cover letter(optional) to contact@arizonaida.com

This is a high priority position that will remain open until filled and applications will be reviewed as they are received.