

ACCOUNTANT II

Hiring Salary Range: \$40,000 – \$55,000
Salary commensurate with experience and qualifications.

ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at housing.az.gov

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

ABOUT THE AGENCY

The Arizona Department of Housing was established in 2002 to provide housing and community revitalization to benefit the people of Arizona. The agency provides funding to aid in building stronger communities, with most funding geared toward lower income households and neighborhoods. With the exception of mortgage foreclosure avoidance assistance, first-time homebuyer assistance, and the Section 8 program in Yavapai County – in which the agency offers assistance directly to the public, the majority of the resources of the agency are passed through in the form of loans, grants, tax credits, mortgage or bond financing, and other subsidies, to its Housing Partners, which are local and tribal governments, public housing authorities, for-profit and non-profit housing developers, and other organizations engaged in providing affordable housing and other community-related services. With this type of mandate comes enormous responsibility in the area of contract and project management, monitoring, and regulation enforcement.

JOB SUMMARY

The Arizona Department of Housing is seeking a highly motivated individual to join our team as an Accountant 2. This position will perform work of significant volume under the supervision of the Accounting Supervisor, in the Finance & Accounting Division. Duties include accounting tasks associated with accounting for state and federally funded programs of the U.S. Department of Housing and Urban Development, and U.S. Treasury. This position will be responsible for performing financial procedures, including AP and AR, requiring the standardized application of established accounting principles, theories, concepts, and practices. Review and/or conduct the reconciliation of reports and financial data, identifying or correcting inconsistencies or errors. Use of the Arizona Financial Information System (AFIS) or other State financial platforms, and other applications to retrieve and review data, analyze information, track revenues and expenditures, and track contracts status. Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy and completeness. Other duties as assigned as related to the position.

This position is available for remote work within Arizona (including in office hoteling), as well as a flexible schedule.

QUALIFICATIONS

Highly desirable candidates will have knowledge and expertise in the State's Arizona Financial Information System (AFIS). Knowledge of principles and practices of accounting; a high degree of expertise in Microsoft Excel, Adobe Acrobat, Google Suite; exceptional attention to detail; ability to produce accurate, detailed reports under tight deadlines; ability to handle materials with confidentiality; diplomacy and courtesy when dealing with other agency personnel key to gathering information in the compilation of reports. The financial reporting system used by the State of Arizona is infoAdvantage. Knowledge of State and Federal regulations pertaining to general accounting practices is a plus.

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- 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.

By providing the option of a remote work schedule, employees enjoy improved work/life balance, report higher job satisfaction, and are more productive.

RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. New hires may be subject to a 27 week waiting period for enrollment.

HOW TO APPLY

Please visit [Arizona State Jobs](#) to apply. You will be directed to create a user account and upload your resume. The Job ID is 508289 for this position.

The Arizona State Jobs website includes open positions for ALL state agencies.

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

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