

## **Accountant**

The Arizona House of Representatives invites applications for an Accountant beginning in December 2014.

Responsibilities include:

- Supervising the overall operations of the Arizona House of Representatives Accounting Office (Budget, Accounts Payable, Payroll, Travel, Human Resources, Retirement, and Benefits).
- Maintaining financial spreadsheets.
- Preparing and presenting an annual budget.
- Reconciling payroll and maintaining salary reports.
- Overseeing and reviewing human resource transactions.
- Providing information about benefits.

Applicants must demonstrate knowledge of accounting principles and finances. Strong consideration will be given to those who can demonstrate experience with the State's financial accounting system.

Minimum qualifications: A bachelor's degree in accounting, finance, or a related field. Five years of professional experience may substitute for this requirement.

Salary is commensurate with experience. Excellent benefits include membership in the Arizona State Retirement System, health insurance and optional deferred compensation and medical reimbursement account.

Send resume by Friday, November 28, 2014 to Tami Stowe, Chief of Staff, at [tstowe@azleg.gov](mailto:tstowe@azleg.gov).