



CITY OF LITTLE ROCK
invites applications for the position of:
**Senior Accountant
(Reporting and
Compliance)**

An Equal Opportunity Employer

DEPARTMENT: Finance Department

FULL SALARY RANGE: \$52,889.00 - \$81,449.00 Annually

RANGE:

JOB TYPE: A1 -Full Time- Regular Position

FLSA: Exempt position, not eligible for overtime compensation.

OPENING DATE: 12/03/20

CLOSING DATE:

Continuous

GRADE: 712

OPENINGS: 1

REQUIRED LICENSES AND/OR CERTIFICATIONS: No licenses or certifications are required for this position

SAFETY/SECURITY SENSITIVE DESIGNATION:

TBD

JOB OBJECTIVE AND ESSENTIAL FUNCTIONS:

Senior Accountant (Reporting and Compliance)

To review, analyze, document compliance with, and report on financial procedures, records, and statements in accordance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), the requirements of various grant agencies, federal and state regulations, and City ordinances, policies, and procedures.

For a complete list of essential job functions, please click [here](#).

NOTE: The City reserves the right to close this position without prior notice once a sufficient pool of candidates has been developed or a job offer has been accepted by a suitable candidate.

MINIMUM QUALIFICATIONS AND ADDITIONAL REQUIREMENTS:

These knowledge, skills, and abilities are usually, although not always, acquired through completion of a Bachelor's Degree or Master's Degree in Accounting from an accredited college or university and two (2) years of recent experience in accounting with an emphasis in compliance, management reporting, or auditing in a private or public environment that produces financial reports in compliance with Generally Accepted Accounting Principles (GAAP) and/ or the Government Accounting Standards Board (GASB) and one (1) year of supervisory experience or one (1) year of experience as a project leader or related experience. Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

- Must be available to work outside of regular business hours including evenings, weekends and holidays.

DISCLAIMER:

This document does not create an employment contract, implied or otherwise.

APPLICATION REQUIREMENTS:

- Online applications only
- Applicant's answers to supplemental questions will be used to screen for minimum qualifications electronically.
- Please include a complete work history when completing application. Work history may impact initial salary offer amount for the successful candidate.
- List of qualified applicants will be considered active for up to six (6) months and may be used to fill future openings with same or similar minimum qualifications.
- All communication regarding application status will be sent to candidates via text message/email address listed on account.
- You may check your inbox in your [LRjobs.littlerock.gov](https://www.littlerock.gov) account to review all notices sent to the email address associated with your applications.
- Applicants may check application status for any position by logging into their account at [LRjobs.littlerock.gov](https://www.littlerock.gov) or contacting Human Resources at (501) 371-4590 if they are having computer difficulties

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.littlerock.gov/for-job-seekers/city-employment/>

Job #FN-2020-12

SENIOR ACCOUNTANT (REPORTING AND COMPLIANCE)
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THE CITY OF LITTLE ROCK HUMAN RESOURCES
500 West Markham, Suite 130W
Little Rock, AR 72201-1428
501-371-4590
HR-Employment@littlerock.gov

Senior Accountant (Reporting and Compliance) Supplemental Questionnaire

- * 1. Are you willing and able to work weekends, holidays and nights? (NOTE: This is a requirement for these positions)
- Yes No
- * 2. Do you have a Bachelor's or Master's degree in any of the area's listed below?
- Accounting
- Business Administration
- Finance
- Public Administration
- Related area
- No related education
- * 3. Please indicate how many years of full-time or equivalent accounting experience you have in a Generally Accepted Accounting Principles (GAAP) or Government Accounting Standards Board (GASB) environment?
- 0 to less than 1 year
- 1 to 2 years

- 2-3 years
 More than 3 years
- * 4. Please describe all relevant experience to include tenure, software utilized in performance of job duties, and employers. No credit will be given unless employer(s) listed is/are included in your online work history. If no experience, please enter N/A.
- * 5. Do you have one (1) year of supervisory or project leadership experience?
 Yes No
- * 6. Please describe all relevant experience including tenure, job duties, and employers. No credit will be given unless employer(s) listed is/are included in your online work history. If no experience, please enter N/A.
- * 7. Please indicate your current level of proficiency with MicroSoft Excel or other spreadsheet software program:
 Basic - able to enter, correct and save data, use the menu commands, format cells, rows and columns, use simple arithmetic functions in the formulas.
 Intermediate - able to create and modify charts, filter data, use mathematical, logical, statistical and financial functions.
 Advanced - able to use of advanced functions, e.g. VLOOKUP, IF, work with Pivot Tables, VBA Programming
 No spreadsheet experience
- * 8. Please indicate your current level of proficiency with MicroSoft Word or other word processing software program:
 Basic - able to use basic formatting, editing, print functions and understands the document page set up.
 Intermediate - able to customize toolbars, import and insert graphics, embed Excel data and create elaborate reports.
 Advanced - able to create and use a wide range of graphic effects and has full mastery of Macro commands.
 No word processing experience
- * 9. How did you find out about this particular position?
 LRJobs.net
 Facebook
 LinkedIn
 Arkansas Business
 Newspaper (Arkansas Democrat Gazette or El Latino)
 City Employee
 Friend or relative who does not work for the City
 Internet Search Engine
 College/University Career Page
 Job Fair
 Other
 Career Counselor (Military)
 Career Counselor (Workforce, Goodwill, or other)
 Re-entry Program
 Virtual Job Fair

* Required Question