

# FINANCE ACCOUNTANT-PRINCIPAL-FINANCE/TREASURER - 1356

OPENING: MAY 17, 2013

CLOSING: MAY 31, 2013, 5:00 p.m.

Grade: 60 Minimum Annual Starting Salary: \$57,174

This position is exempt from payment of overtime under the Fair Labor Standards Act.

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in accounting or a closely related field and two years of professional accounting experience. (Additional relevant education from an accredited college or university and/or experience may be substituted.) (CPA designation may substitute for one year of the required experience.) **OR** Two years of experience with Pima County as an Accountant-Senior, Finance Accountant-Senior or Finance Operations Specialist-Central Finance. **OR** One year of experience with Pima County as a Contracts/Grants Compliance Specialist.

**Preferred Qualifications:**

1. Three years of knowledge and experience in governmental accounting.
2. Experience issuing GAAP financial statements for governments.
3. Bachelor's degree or higher in accounting or a Master's degree with an emphasis in accounting.
4. Licensed CPA.

These **two positions** are in the Financial Control & Reporting Division of the Finance & Risk Management Department.

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# VICTIM ADVOCATE-COUNTY ATTORNEY - 3146

OPENING: MAY 17, 2013

CLOSING: MAY 31, 2013, 5:00 P.M.

Grade: P4 Minimum Annual Starting Salary: DOE

This position is exempt from payment of overtime under the Fair Labor Standards Act.

**Minimum Qualifications:** A Bachelor's degree from an accredited college or university with a major in social or behavioral science, criminal justice, public administration or closely related field and one year of experience in the area of assignment or other closely related field. (One calendar year of experience in the Pima County Victim Witness Volunteer Program, which encompasses a minimum of 240 volunteer hours, would satisfy the experience in the area of assignment requirement.) (Additional relevant education from an accredited college or university or experience may be substituted for any or all of the aforementioned education or experience.)

**Licenses and Certificates:** Requires possession of a valid Arizona driver's license with appropriate endorsement(s). Failure to maintain the required licensure shall be grounds for termination. The successful applicant will be subject to a 39-month Department of Transportation Motor Vehicle Record review to determine applicant's suitability to operate county vehicles in accordance with Pima County administrative procedures.

**Special Notice Items:** All applicants must pass a criminal history background investigation prior to appointment.

**Preferred Qualifications:**

1. Experience in crisis response/intervention.
2. Experience working with victims of crime.
3. Experience in social service or mental health service provision.
4. Knowledge of the criminal justice system.
5. Graduate of the Pima County Attorney's Office Victim Witness Basic Crisis Training.
6. Experience in case management and documenting client services and contacts.
7. Knowledge of community resources and experience making referrals to meet the social, health and economic needs of clients.
8. Experience conducting group trainings and presentations.
9. Experience working with volunteers.
10. Experience in volunteer recruitment, scheduling, oversight, support or retention.
11. Bi-lingual (English/Spanish).

This position is with the Victim Services Division of the Pima County Attorney's Office.

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