

FIRST THINGS FIRST

Administrative Services Officer II

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary

The Administrative Services Officer II positon is located in the central office of FTF working in the Fiscal Operations department in support of the financial accounting activities of the agency, and as the oversight/coordinator for the agency's facility and fleet business functions. In collaboration with the financial accounting department, the job duties may include accounts payable, general ledger accounting, and account reconciliation. In support of the facilities, responsibilities include overseeing all agency leases, ensuring timely lease renewals and assisting with lease and service negotiations as needed. The position oversees projects and renovations, from the initial planning through design and construction. On an ongoing basis, the position is to maintain and manage the agency's inventory of assets. Other duties may cover directing building maintenance, print/copier and other service functions, as well as making recommendations for improvement. In addition, the position manages the use and maintenance of all agency fleet vehicles, and any issues pertaining to the vehicle use.

Distinguishing Characteristics

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing.

In support of financial accounting staff, she/he will execute and interpret various financial records and transactions within state and federal mandated policies and guidelines, requiring her/him to:

- Review, screen, and assess compliance of disbursement transactions.
- Perform detailed analysis and interpretation of financial data.
- Reconcile account balances to purchase documentation.

First Things First is a Top 25 program in the 2017 Innovations in American Government Awards from Harvard University, Ash Center for Democratic Governance and Innovation.



- Support staff in travel reimbursement and processing.
- Monitor, track and reconcile monthly accounting records per mandated state policies and guidelines.

As the facility project coordinator, she/he will oversee, and manage by:

- Possessing the knowledge of facility departmental organization and functions.
- Knowing laws, regulation, policies for administrating asset inventories, both capital and noncapital.
- Understanding the rules and procedures related to Fleet/Vehicle management.

Typical Duties and Responsibilities

Under the guidance and direction of the Financial Consulting Manager the Administrative Services Officer II may assist in the:

- Documentation and entry of transactions in the Arizona State Financial System (AFIS), and the Arizona Human Resource Information System (HRIS)
- Review and preparation of various fiscal transactions including accounts payable, companion transfers, revenue deposits, and expenditure corrections.
- Review of invoices for compliance with agreements/contracts in coordination with the agency Procurement Officer.
- Monthly reconciliations and payments for agency Travel Card and Procurement Cards.
- The resolution of any conflict with vendors regarding payment for goods or services.
- Collaboration, as necessary, with other state and public agencies (particularly the AZ General Accounting Office) in relation to fund disbursement, transfer of funds, or use of automated systems.
- Review and entry of travel claim records, preparing correcting entries, as necessary.
- Ensuring timely lease renewal, assisting in lease and service negotiations as required, as per ADOA guideline and policy.
- Overseeing and responding to all the agency's facility needs, both centrally and regionally, with maintenance/janitorial services, relocation matters, office furniture purchases, and other equipment as needed.
- Coordinating facility renovation/construction projects with management and the appropriate external parties.
- Producing ad hoc reports, from agency inventory software and others as required.
- Other duties as assigned

Qualifications:

- Bachelor's degree in Business, or Accounting and three years of related work experience, or
- Seven years administrative/accounting experience, or
- Any equivalent combination of administrative, accounting experience, training, and/or education.

Knowledge of:

- AZ State accounting practices and policies (State of Arizona Accounting Manual-SAAM)
- The Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB), and other related entities and publications.
- Computer operation including software applications used to process, store and tabulate information or data, such as, but not limited to, Microsoft Excel, Word, and Outlook, and Barscan, inventory software.
- The AZ State Financial Information System (AFIS)

Skills in/Ability to:

- Direct a comprehensive Facility services program for an organization.
- Navigate the AZ State Financial Information System (AFIS)
- Maintain complex recordkeeping systems and conduct business in a computer based environment.
- Work competently with Microsoft Office products.
- Perform detailed analysis and interpretation of financial records and account reconciliation.
- Establish and maintain working/effective relationships with (but not limited to) contracted and governmental agency representatives.
- Work effectively with people from a variety of culturally diverse backgrounds.
- Strong communication skills including the ability to write and speak clearly, succinctly, and in a manner that appeals to a wide audience.
- Detail oriented with the ability to multitask, prioritize, and meet competing deadlines.
- Creative and solution driven.
- Cooperative in working relationships.
- Comfortable working with minimal supervision and maintaining multiple responsibilities.
- Reliable, regular and punctual attendance at work during core business hours.

Review of resumes will begin on August 18, 2017 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references to:

www.azstatejobs.gov

Job ID 32062

In the AZ State Personnel System, the position is classified as a Grade 21, with a salary range of \$50,000 to \$54,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

"Arizona State Government is an EOE/ADA Reasonable Accommodation Employer"