

## Meet the Accounting Staff

### Karen Huffman, CPA, Controller ▪ 480.350.8256

- Manage, direct and supervise the activities of the Accounting Division
- Support and provide technical assistance to Accounting personnel
- Review and implement new Accounting Pronouncements
- Supervise and coordinate the preparation of the City's Comprehensive Annual Financial Report.
- Prepare and analyze complex financial and administrative reports and make recommendations
- Advise departments and divisions on accounting issues, policies, and procedures
- Direct and assist in the development and maintenance of proper internal controls to ensure the safeguard of City assets

### Natalie Winger, CPA, Financial Reporting + Analysis Supervisor ▪ 480.350.2926

- Prepare internal and external financial reports (including City's CAFR, AELR, and Single Audit Report A-133)
- Prepare various monthly or quarterly reports on expenditures and revenues for both capital improvement and operating budget
- General ledger cost center setup, Supervise fixed assets, travel, and special assessments
- Provide assistance to City staff regarding accounting principles, procedures and various questions

### Kathy Ferguson, Payroll Supervisor ▪ 480.350.8264

- Supervise and process the citywide payroll
- Process tax levies, child support orders and garnishments
- Set up ASRS service purchase payroll deductions
- Prepare quarterly and annual payroll related tax reports including Form W-2
- Research and prepare payroll-related reports for internal divisions and external agencies
- Update and add HRMS PeopleSoft earnings codes, deduction codes and cost centers

### Wayne Knowles, Cash Management Supervisor ▪ 480.350.8972

- Supervise the inflows + outflows of cash including cash receipts and accounts payable
- Develop and implement a program to ensure City-wide compliance with established cash handling and cash collection procedures
- Schedule and perform departmental reviews for compliance with established procedures
- Provide guidance and support to various levels of management and staff with regards to cash handling, collections and reconciling differences
- Develop policies, procedures and internal controls for effective and efficient investment of temporarily idle City funds
- Review the investment portfolio and cash flow forecast to determine opportunities for increasing interest income
- Coordinate all banking functions as the bank liaison for the City, including services, reconciling issues and fraud investigations
- Submit annual Unclaimed Property to the State
- Maintain merchant service accounts as requested by City Departments or as improved equipment and service opportunities become available

**Beth Beauregard, Accountant ▪ 480.350.8506**

- Review Travel Requisitions to ensure compliance with the City's travel policy and provide guidance on travel procedures
- Maintain the City's Fixed Assets system and determine assets to be capitalized
- Review and process General Ledger reclass forms
- Process budget transfer requests for capital improvement projects
- Prepare and maintain Special Assessments records
- Allocate Internal Service fund activity
- Process budget transfer requests
- Monitor lease agreements to ensure appropriate revenue is received

**Karen Wills, Payroll Specialist ▪ 480.350.8911**

- Process payroll direct deposits
- Review and process tuition reimbursement
- Timekeeper training
- Process garnishment, tax levy's and child support Department paycheck distribution
- Process W-2 reprints

**Andrea Escobedo, Accounting Specialist ▪ 480.350.8356**

- Reconcile Cash Concentration Account
- Retain Cash Receipts in accordance with the State record retention policy
- Reconcile all deposits made to the City's Concentration Bank Account, including vault deposits, credit cards, Lockbox, Checkfree, IVR/IWR, Surepay and Electronic Funds Transfers (EFT's)
- Reconcile debits posted against the Concentration Account, including fees, EFT's and ZBA transfers
- Reconcile and record revenues and cash receipts for the Golf Courses
- Reconcile and route all NSF Checks and Charge Backs to the proper Departments
- Provide guidance and support to City Departments on proper reporting of daily cash transactions and assistance in resolving reconciling differences

**Alex Chin, Accounting Specialist ▪ 480.350.8849**

- Process payments to vendors using the City's financial system
- Verify payment information submitted by departments
- Monitor purchases for compliance with laws and city's policies
- Provide assistance to customers regarding accounts payable
- Approve new vendor accounts into system
- Reconcile and route all NSF Checks and chargebacks to proper Departments
- Process Interactivity allocations
- Issue annual 1099's to vendors
- Submit annual Unclaimed Property to the State
- Respond to Public Record Requests
- Process cash receipts

**Ramona Zapien, Financial Services Technician II+ ▪ 480.350.8357**

- Accounts Payable vendors beginning with letters I through Z
- Process payments to vendors using the City's financial system
- Verify payment information submitted by departments
- Monitor purchases for compliance with laws and city's policies
- Provide assistance to customers regarding accounts payable
- Enter new vendor accounts into system
- Process sub-systems for refunds for courts, housing and recreation departments
- Process Interactivity allocations
- Process cash receipts

**Kimberly Leamy, Financial Services Technician II+ ▪ 480.350.8502**

- Accounts Payable vendors beginning with letters A through H
- Process payments to vendors using the City's financial system
- Verify payment information submitted by departments
- Monitor purchases for compliance with laws and city's policies
- Provide assistance to customers regarding accounts payable
- Enter new vendor accounts into system
- Process sub-systems for refunds for courts, housing and recreation departments
- Reconcile Procurement Cards
- Process Interactivity allocations
- Process cash receipts