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-33)
Prepare various monthly or quarterly reports on expenditures and revenues for both capital improvement and operating budgets
General ledger cost center setup
Arbitrage compliance
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
Provide training to departmental personnel in appropriate cash handling and cash collection techniques
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

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 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, Financial Services Technician II+ 480.350.8356
Reconcile Cash Concentration Account
Review Cash Receipts for proper Accounts and Cost Center before they are processed in the General Ledger
Retain Cash Receipts in accordance with the State record retention policy
Reconcile all Direct Deposits to Concentration Bank Account- including Deposit Tickets (Visa, MasterCard, Discover, American Express), Lockbox Utilities, Checkfree Report, IVR Reports, IWR Reports and Surepay Transfers
Process any "Charge Backs" that result from using Credit Cards
Reconcile Daily Cash Recaps and DDR's from all Direct Deposit made to Concentration Account by various departments Reconcile and record all Golf Course Direct Deposit transactions
Reconcile and route all NSF Checks to proper Departments

Cecilia Miller, Financial Services Technician II+ 480.350.8849
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 General Ledger Reclass requests
Process Interactivity allocations
Process cash receipts

Danielle Plunkett, Financial Services Technician II+ 480.350.8502
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 Procurement Cards
Process General Ledger Reclass requests
Process Interactivity allocations
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 General Ledger Reclass requests
Process Interactivity allocations
Process cash receipts