

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: ACCOUNTING CLERK II-Sheriff's Office
May underfill at Accounting Clerk I - #6050

Posting# 6051-0317jhm

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- A typing test score sheet dated within the last 12 months at or above the rate of 40 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the HR office, to validate the required 40 net)
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 22 \$ 15.43-Step 28 \$17.71 Per hour, \$1,234 - \$1,417 Bi weekly
#6050 Step 20 \$14.73 per hour, \$1,178

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: March 10, 2017

CLOSING DATE: Open Until Filled

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY: Under supervisory direction: balances and reconciles cash receipts, billing statements and related statements; compiles and reviews invoices, EOB's (explanation of benefit) and other documents for county accounts payable and receivable activities; disburses monies received to appropriate parties; performs computer input of related data; generates and distributes financial and billing reports; enters and tracks purchase orders; and supports various financial activities within a department or county-wide. All activities will be performed in accordance with Generally Accepted Accounting Principles.

Accounting Clerk II: This level of the class series is responsible for: providing complex accounting support; routinely reconciling detailed financial statements; and reviewing and balancing others' receipt, disbursement, and accounting activities.

DUTIES INCLUDE: Balance fund collection / disbursement and receiving documents, and reconciles related statements, compiles, tabulates, verifies, interprets, and adjusts data from a variety of source documents and arrays data in presentable or prescribed format. Reviews and audits purchase orders, vendor invoices EOB's, cash receipts, and / or billings for accuracy and appropriateness of payment or billing. Requests the generation of documents through an automated system, or prepares manual documents as disbursement conditions require. Maintains tracking and filing systems for related documents. Balances cash on hand against receipts; prepares and balances deposits; runs tapes on checks and cash; maintains appropriate spreadsheets; and posts receipts as appropriate. Updates account, vendor, and/or customer records through computer input. Answers financial and account questions from vendors, customers, and County employees. Answers incoming phone calls and either provides assistance, transfers calls, or takes messages. Provides general information to employees and visitors either by phone or in person. Conducts independent research and analytical studies. Reconciles various reports generated by others for accuracy of receipts and / or disbursements. Designs and improves financial report formats and accounting processes. Reconciles complex and detailed statements, including bank statements.



EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of: basic arithmetic, bookkeeping, accounting principles and practices, procedures, policies, and state/federal laws affecting the assigned accounting function.

Skill in: use a personal computer for data entry and spreadsheet development / maintenance;

Ability to: operate 10-key by touch, calculator, cash register and other office machines with speed and accuracy; communicate clearly both orally and in writing, follow verbal or written instructions, maintain cooperative relationships with the public and other county employees, research detailed information and respond to customer questions promptly.

REQUIREMENTS FOR EMPLOYMENT: Accounting Clerk II: Equivalent to an Associate's Degree in accounting, finance, or a related field, from an accredited college or university; must pass typing test at or above 40 WPM net; and one (1) year complex financial statement reconciliation work experience, including accounts payable and / or receivable responsibilities. Equivalent combinations of education and work experience will be considered when screening for minimum qualifications. All selected applicants must pass a full background check. For a complete job description and requirements for Accounting Clerk I, see job description on Utah County website: www.utahcounty.gov See job descriptions for Accounting Clerk I for a complete job description. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS: All incumbents must be bondable.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of HR Management, 100 East Center, Suite 3800, Provo, UT 84606, or email an official Utah County Government application and required attachments to humanresources@utahcounty.gov by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The HR Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The HR Department reserves the right to call only the most qualified applicants to any of the examinations.