

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 - Utah County Sheriff's Office

Posting# 6051-0613kv

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma to receive College credit - internet printouts & photocopies are acceptable
- Supplemental Questionnaire

STARTING SALARY: Step 22: \$15.13 per hour *(plus benefits package)
Step increase available after completing probation and annually thereafter.

OPENING DATE: June 7, 2013

CLOSING DATE: June 21, 2013

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.

DUTIES INCLUDE: Balances fund collection / disbursement and receiving documents. Reconciles various reports, and complex and detailed statements. Compiles, tabulates, verifies, interprets, and adjusts data from a variety of source documents and arrays data in presentable or prescribed format. 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. Designs and improves financial report formats and accounting processes. Conducts independent research and analytical studies.

EVALUATION AND SELECTION FACTORS INCLUDE: Skill in using a personal computer for data entry and spreadsheet development / maintenance; Ability to exercise independent judgment in researching and solving problems; Knowledge of the procedures, policies, and state/federal laws affecting the assigned accounting function; Ability to communicate clearly both orally and in writing; Ability to research detailed information and respond to customer questions promptly.

REQUIREMENTS FOR EMPLOYMENT: Equivalent to an Associate's Degree in accounting, finance, or a related field, from an accredited college or university; and one (1) year complex financial statement reconciliation work experience, including accounts payable and / or receivable responsibilities. All incumbents must be bondable.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

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 Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel 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 Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

