

POSITION: Accounting Technician

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

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 Technician

Posting # 6240-0319ksa

REQUIRED ATTACHMENTS TO APPLICATION:

- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

Grade: 505

STARTING STEP: A: \$19.34 – G: \$22.25 per hour, \$1,547.20 - \$1,780.00 Bi Weekly

Salary will be determined upon experience and or education

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

OPENING DATE: March 1, 2019

CLOSING DATE: March 22, 2019

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 general supervision of the Financial Officer, performs routine and complex accounts payable or receivable auditing and compliance work.

DUTIES INCLUDE:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Process payments or receivables in a timely, accurate, complete manner and in compliance with County policies and procedures.
- Communicate effectively, clearly, and courteously and maintain positive and professional relationships with vendors or customers, County employees, and others contacted within scope of work.
- Assist County personnel in correcting errors, providing feedback and guidance for process improvement.
- Maintain accurate records and filing system; prepare documents for scanning.
- Process mail daily.
- Provide audit support services as assigned.

May be assigned duties from one or more of the following functions:

Accounts Payable

- Audit payment requests including, but not limited to compliance with County policies and procedures, proper authorization, accuracy, expired agreements, and amount.
- Process and distribute payments.
- Ensure payments are recorded correctly in accordance with HIPAA requirements.
- Balance and reconcile vendor statements in a timely manner.
- Distribute invoices to County departments for review and payment authorization.
- Review and process documentation for proposed travel according to County policies and procedures; reconcile approved travel expenses against actual travel expenses.

Accounts Receivable

POSITION: Accounting Technician

- Prepare invoices on a weekly, monthly, quarterly, or annual basis; receive billing information from various sources and review for accuracy and completeness.
- Review accounts receivable aging report to ensure invoices are paid in a timely manner; follow up on past-due invoices according to current policy and procedure.
- Process daily checks and cash received; enter data into the cash receipts system and ensure payments are applied to appropriate invoices; ensure other deposits are posted to the correct revenue accounts; issue credit memos for all departments as needed.
- Reconcile complex accounting transactions to monthly credit card and checking account statements; generate internal reports necessary to complete reconciliation process.
- Submit correcting entries to general ledger system as needed.

EVALUATION AND SELECTION FACTORS INCLUDE:

Knowledge of basic arithmetic, bookkeeping, and generally accepted accounting principles and practices

Knowledge of County policies and procedures

Knowledge of state and federal laws affecting work performed

Skilled in using a personal computer for data entry and spreadsheet application

Skilled in operating standard office equipment

Ability to maintain cooperative relationships with those contacted during the course of work activities

Ability to understand broad objectives and follow general instructions

Ability to exercise independent judgment in researching and solving problems

Ability to communicate clearly both verbally and in writing

Ability to research detailed information and respond to customer questions promptly

Ability to train and lead others

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

1. Associate degree in accounting or other finance related field.
2. Two (2) years of complex financial statement reconciliation and accounts payable and/or receivable work experience.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Incumbent must be bondable.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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 Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.