

**POSITION: Accounting Associate – Extension**

**Posting # 6950-1018ksa**

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](mailto: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**

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### **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 Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

**STARTING GRADE: 502 – Step A: \$15.19 – Step G: \$17.45 per hour / \$1,215.70 - \$1,396.30 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:** October 29, 2018

**CLOSING DATE:** November 13, 2018

*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:**

This role provides accounting support to the department in accordance with Generally Accepted Accounting Principles. This position also assists with educational activities.

### **DUTIES INCLUDE:**

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

1. Assist staff members in making purchases.
2. Receive and review submitted invoices for approval and adherence to county-wide purchasing policies and Utah State University Extension purchasing policies
3. Create and enter purchase orders and processes invoices for payment in the County payment system.
4. Reconcile purchases and contract payments.
5. Organize, maintain, and archive department accounts payable records and contracts.
6. Respond to staff and vendor questions regarding payment status.
7. Balance fund collection/disbursement and receiving documents and reconcile related statements.
8. Compile, tabulate, verify, interpret, and adjust data from a variety of source documents and arrays data in presentable or prescribed format.
9. Maintain various financial records related to programs and grants. Utilize bookkeeping software to record cash and credit card transactions. Prepare check requests, collect registrations fees, and reconcile account statements.
10. Prepare and process purchase orders, vendor invoices, cash receipts, and / or billings for accuracy and appropriateness of payment or billing.
11. Balance and track various grants funds from a variety of sources; compile grant financial reports.
12. Maintain tracking and filing systems for related documents.
13. Assist with youth and adult educational activities, including planning before an event, and facilitating during these events.

14. Provide general information to employees and visitors either by phone or in person.
15. Conduct independent research and analytical studies.
16. Perform office back-up activities as requested.
17. Exemplify the desired culture and philosophy of the organization.
18. Work effectively as a team member with the other members of management and staff.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

1. Knowledge of basic arithmetic, bookkeeping, accounting principles and practices
2. Knowledge of the procedures, policies, and state and federal laws affecting the assigned accounting function
3. Knowledge of the USU Extension and 4-H youth programs
4. Skill in using a personal computer for data entry and spreadsheet development and maintenance
5. Skills with Quicken and Excel
6. Ability to operate 10-key by touch, calculator, cash register and other office machines with speed and accuracy
7. Ability to exercise independent judgment in researching and solving problems
8. Ability to communicate clearly both orally and in writing
9. Ability to follow verbal or written instructions
10. Ability to maintain cooperative relationships with the public and other employees
11. Ability to research detailed information and respond to customer questions promptly
12. Ability to work as a team and independently to plan and implement adult and youth educational activities
13. Ability to operate

**REQUIREMENTS FOR EMPLOYMENT:**

1. High school diploma or equivalent.
2. Two (2) years' work experience in basic bookkeeping, accounts payable/receivable, and cash balancing activities.
3. Equivalent combinations of education and work experience may also be considered.

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

**Additional Eligibility Qualifications**

1. Applicants must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Applicants must pass typing test at or above 40 WPM net.
3. Selected applicants must be bondable.
4. Selected applicants must pass a full background check.

**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. **NO POSTMARKS OR RESUMES.** 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.