

**POSITION: ACCOUNTING CLERK – EXTENSION**

**Posting # 6950-0617jhm**

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**

**STARTING SALARY: Step 20 - \$14.73 per hour, \$1,178 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: May 31, 2017**

**CLOSING DATE: Open Until Filled**

**\*All applications received by June 7, 2017** will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is 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, disburses monies received to appropriate parties; performs computer input of related data; generates and distributes financial reports; enters and tracks purchase orders; and supports various financial activities within the department. All activities will be performed in accordance with Generally Accepted Accounting Principles.

**DUTIES INCLUDE:** Balances 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. Maintains various financial records related to programs and grants; utilizes bookkeeping software to record cash and credit card transactions; prepares check requests; collects registrations fees; reconciles account statements; issues payment for insurance premiums. Prepares and processes purchase orders, vendor invoices, EOB's, cash receipts, and / or billings for accuracy and appropriateness of payment or billing. Balances and tracks various grants funds from a variety of sources; compiles grant financial reports. 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.

**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:** using a personal computer for data entry and spreadsheet development / maintenance; Skill with Quicken and Excel.

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

**REQUIREMENTS FOR EMPLOYMENT:** Equivalent to a high school diploma; must pass typing test at or above 40 WPM net; and two (2) years work experience in basic bookkeeping, accounts payable / receivable, and cash balancing activities. Equivalent combinations of education and work experience will be considered when screening for minimum qualifications. **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 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.