

The Utah County Sheriff's Office has the following position available:

ACCOUNTING CLERK (116051) Time Limited - up to 25 hours per week
No benefits

Closing Date: Open Until Filled

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. All activities will be performed in accordance with Generally Accepted Accounting Principles.

Hourly wage: \$12.00 to \$14.00 per hour, depending on qualifications

Duties may 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. 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. Work closely with an outside collection agency regarding confidential account information.

Evaluation Factors may include: Skill in using 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; Knowledge of basic arithmetic, bookkeeping, accounting principles and practices; Ability to exercise independent judgment in researching and solving problems; Knowledge of the procedures, policies, and state/federal laws affecting the assigned accounting function.

Qualifications may include: 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. **All selected applicants must pass a full background check.**

To Apply: Individuals interested in the position must submit an official Utah County Government application:

Utah County Sheriff's Office
Attention: Lt. Jerad Jarvis
3075 N. Main Street, Spanish Fork, UT 84660
For questions regarding the position, please call 801-851-4201.

Applications can be found online at www.utahcounty.gov/jobs.