

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ACCOUNTING TECHNICIAN
CLASS CODE: 6240

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: LEAD

EFFECTIVE DATE: 3/24/2015 (REVISED 6/14/2008 VERSION)
DEPARTMENT: CLERK/AUDITOR

JOB SUMMARY

Under general supervision of the Financial Officer, performs routine and complex accounting support duties related to the county-wide accounts payable and accounts receivable function.

GENERAL ESSENTIAL DUTIES

Answers accounting related queries from vendors, customers, and County employees; reviews various documents generated by accounting support personnel from other departments for accuracy of receipts and/or disbursements; works with said personnel to resolve problems and to provide training in policy/procedure and system usage.

ESSENTIAL DUTIES SPECIFIC TO FUNCTION

Incumbents may be assigned duties from either or both functions.

Accounts Payable

Reviews requests for payment to ensure accuracy and completeness; ensures documentation submitted includes purchase orders, invoices, receipts and other pertinent information required according to current policy and procedure; enters data into the payables system and processes for payment. Reviews vendor statements to ensure that discrepancies, duplicate payments, missed invoices, etc., are resolved.

Processes requests from payroll personnel for payments to insurance, retirement, and other providers to meet payroll requirements; generates 1099 reports for review and corrective action; prints and distributes 1099 statements in compliance with Internal Revenue Service regulations.

Scans and links all payment related documents for archiving; sorts invoices and other mail and distributes to County departments for review and payment authorization.

Reviews and processes documentation for proposed travel according to policy and procedure; reconciles approved travel expenses against actual travel expenses.

Processes bail funds for disbursement to courts in a timely manner as required by state statute.

Accounts Receivable

Prepares various invoices on a weekly, monthly, quarterly or annual basis; receives billing information from various sources and/or departments and reviews for accuracy and completeness.

Reviews accounts receivable aging report to ensure invoices are paid in a timely manner; follows up on past-due invoices according to current policy and procedure.

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Processes daily checks and cash received; enters data into the cash receipts system and ensures payments are applied to appropriate invoices; ensures other deposits are entered to the correct revenue accounts; issues credit memos for all departments when applicable.

Reconciles complex credit card and checking accounts against monthly statements; generates internal reports necessary to complete reconciliation process.

Administers collection of County transient room tax. Identifies and tracks all hotel and motel properties subject to the tax; receives payments and sends past due notices monthly; communicates rate changes to affected property owners; submits monthly revenue reports to State Office of Tourism; mails tax forms annually.

Prepares spreadsheet for monthly tax distribution received from County Treasurer's Office; enters data into cash receipts system, ensuring that funds are posted to the appropriate revenue accounts; provides updated information to Commissioners as requested.

Submits journal entries for posting to general ledger when errors are discovered.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Submits requisitions for the Municipal Building Authority Bonds on a monthly basis; tracks project expenses and submits the same to the bank for reimbursement to ensure bond draw down guidelines are met.

Retrieves information related to postage machine usage on a daily basis; requests transfer of funds to postage meter as needed; prepares a report related to postage usage by department for entry into financial system.

Requests fixed assets report for departments and ensures appropriate items are tagged and entered into the fixed asset program; tracks non-capital fixed assets for all departments; ensures items are appropriately tagged and data entered into the fixed asset system.

KNOWLEDGE, SKILLS, AND ABILITIES

Working Knowledge of: basic arithmetic, bookkeeping, generally accepted accounting principles and practices, County policies and procedures, state and federal laws affecting work performed.

Skill in: using a personal computer for data entry and spreadsheet application; operating a 10-key calculator with speed and accuracy, and other standard office equipment.

Ability to: maintain cooperative relationships with those contacted during the course of work activities; understand broad objectives and follow general instructions; exercise independent judgment in researching and solving problems; communicate clearly both orally and in writing; research detailed information and respond to customer questions promptly; train and lead others.

PHYSICAL DEMANDS

Regularly: sits at a desk; walks, stands, or stoops; work for sustained periods of time at a computer terminal; maintains concentrated attention to detail.

Occasionally: lifts or otherwise moves objects weighing up to 25 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE

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

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION

Incumbents must be bondable.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.