

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ACCOUNTING CLERK - EXTENSION  
CLASS CODE: 6950  
  
FLSA STATUS: NON-EXEMPT  
SUPERVISORY STATUS: NONE  
  
EFFECTIVE DATE: 2/09/2015  
DEPARTMENT: EXTENSION

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## **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.

## **ESSENTIAL FUNCTIONS**

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.

## **ADDITIONAL RESPONSIBILITIES MAY INCLUDE**

Performs basic receptionist duties including filing, typing, and customer service.

Performs office back-up activities as requested.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

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; Skills with Quicken and Excel; Ability to exercise independent judgment in researching and solving problems; Knowledge of the procedures, policies, and

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state/federal laws affecting the assigned accounting function; Ability to communicate clearly both orally and in writing; Ability to follow verbal or written instructions; Ability to maintain cooperative relationships with the public and other employees; and Ability to research detailed information and respond to customer questions promptly.

### **PHYSICAL DEMANDS**

Regularly walk, stand, or stoop; Occasionally lift, carry, push, pull or otherwise move objects weighing up to 25 pounds; Use tools or equipment requiring a high degree of dexterity; and Work for sustained periods of time with a computer terminal and maintaining concentrated attention to detail.

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

### **WORKING CONDITIONS**

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

### **EDUCATION AND EXPERIENCE**

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.

### **CERTIFICATIONS**

All 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.