



Accountant

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 722
Supervisory: No
Reports to: Controller

Summary

Under the direction of the Controller, performs routine and complex general ledger transactions. Supports the finance and accounting functions of the County by analyzing and reconciling accounts.

Essential Functions

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

1. Prepare and create monthly and year-end journal entries to post financial transactions to the County's general ledger.
2. Ensure the County's bank balance matches the general ledger cash balance; review and reconcile complex bank transaction for the County's general checking account, credit card accounts, and bond accounts; investigate discrepancies and prepare adjustments, as needed.
3. Prepare various State reports and returns in compliance with regulatory and statutory reporting requirements, including, but not limited to, unclaimed property reports and sales tax reports.
4. Review monthly financial transactions and communicate potential issues to the Controller.
5. Ensure general ledger accuracy; analyze and balance general ledger accounts payroll liability accounts, and payment returns; investigate discrepancies and prepare complex accounting adjustments, as needed.
6. Prepare monthly report of past due receivables; communicate past-due balances to County departments and Attorney's Office, as appropriate.
7. Assist with preparation of the County's external audit; assist external auditors; provide supporting documents in response to auditor inquiries.
8. Assist with preparation of monthly and annual finance reports; prepare basic financial statements and submit to Controller for review; request information or prepare supporting schedules, as directed.
9. Manage outstanding bonds; prepare payment requests before debt service due dates; obtain signatures on required forms; submit construction drawdown requests to trustee; ensure

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Job Title: Accountant
FLSA: Non-Exempt
Effective Date: 7/20/2022
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

compliance with arbitrage requirements, providing necessary information for arbitrage calculations.

10. Represent the Division of Financial Services on the County's records council.
11. Attend board meetings and present financial information.
12. Assist with maintaining regulatory compliance and adherence to Generally Accepted Accounting Principles.
13. Provide research and data analysis.
14. Assist County employees and public with financial and budgeting questions.
15. Assist with office functions, including performing duties of Accounting Technicians and day-to-day duties of Controller, as needed.
16. Perform fiscal duties or special projects, as assigned.

Knowledge, Skills, and Abilities

- Knowledge of basic arithmetic, bookkeeping, generally accepted accounting principles and practices, and Governmental Accounting Standards Board statements and pronouncements
- Knowledge of general and cost accounting principles, methods, and techniques
- Knowledge of state and federal laws affecting work performed
- Knowledge of County policies and procedures
- Highly skilled in using computer software, including accounting software, word processing, spreadsheets, and databases
- Skilled in performing accounting tasks and audit processes
- Skilled in performing complex mathematical computations
- Skilled in operating a 10-key calculator with speed and accuracy
- Ability to maintain effective working relationships with those contacted during work activities
- Ability to act independently with little direct supervision or guidance
- Ability to prioritize tasks
- Ability to work well under pressure and impending deadlines
- Ability to maintain confidentiality
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to respond to difficult situations with tact, composure, and courtesy
- Ability to read and interpret written policies, procedures, contracts, and regulations
- Ability to research, evaluate, and implement new methods and techniques for operational improvement
- Ability to coordinate and communicate financial matters appropriately with County departments and employees

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, telephone, printer, copier, shredder, and filing cabinet. Significant mental effort is required daily, and moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, and hear. The employee may work for sustained periods at a computer terminal maintaining focus and attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

Required Education and Experience

1. Bachelor's degree in accounting or a finance-related field.
2. Two (2) years of relevant work experience, such as general ledger accounting or reconciling bank statements.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with work experience in governmental fiscal accounting.

Additional Eligibility Qualifications

1. Incumbent must be bondable.

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2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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