



Accounting Associate - Extension

Job Description

Department: Extension
Position: Career Service
Grade: 502
Supervisory: No
Reports to: USU Extension Professor-4-H Youth Development

Summary

This role provides accounting support to the department in accordance with Generally Accepted Accounting Principles. This position also assists with educational activities.

Essential Functions

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

1. Assist staff members in making purchases.
2. Receive and review submitted invoices for approval and adherence to county-wide purchasing policies and Utah State University Extension purchasing policies
3. Create and enter purchase orders and processes invoices for payment in the County payment system.
4. Reconcile purchases and contract payments.
5. Organize, maintain, and archive department accounts payable records and contracts.
6. Respond to staff and vendor questions regarding payment status.
7. Balance fund collection/disbursement and receiving documents and reconcile related statements.
8. Compile, tabulate, verify, interpret, and adjust data from a variety of source documents and arrays data in presentable or prescribed format.
9. Maintain various financial records related to programs and grants. Utilize bookkeeping software to record cash and credit card transactions. Prepare check requests, collect registrations fees, and reconcile account statements.
10. Prepare and process purchase orders, vendor invoices, cash receipts, and / or billings for accuracy and appropriateness of payment or billing.
11. Balance and track various grants funds from a variety of sources; compile grant financial reports.
12. Maintain tracking and filing systems for related documents.
13. Assist with youth and adult educational activities, including planning before an event, and facilitating during these events.
14. Provide general information to employees and visitors either by phone or in person.
15. Conduct independent research and analytical studies.
16. Perform office back-up activities as requested.
17. Exemplify the desired culture and philosophy of the organization.
18. Work effectively as a team member with the other members of management and staff.

For Office Use Only

Class Code: 6950

Class Title: Accounting Associate – Extension

FLSA: Non-Exempt

Effective Date: 10/26/2018

Public Safety: No

Worker's Compensation: Clerical

Background Level: Level II

Safety Sensitive: No

DOT: No

Knowledge, Skills, and Abilities

Knowledge of basic arithmetic, bookkeeping, accounting principles and practices
Knowledge of the procedures, policies, and state and federal laws affecting the assigned accounting function
Knowledge of the USU Extension and 4-H youth programs
Skill in using a personal computer for data entry and spreadsheet development and maintenance
Skills with Quicken and Excel
Ability to operate 10-key by touch, calculator, cash register and other office machines with speed and accuracy
Ability to exercise independent judgment in researching and solving problems
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
Ability to research detailed information and respond to customer questions promptly
Ability to work as a team and independently to plan and implement adult and youth educational activities
Ability to operate county owned vehicles

Work Environment

This job operates in a professional office environment and in both youth and adult indoor and outdoor educational settings. This role routinely uses standard office equipment such as a laptop, desktop, and smartphone, ten-key, photocopiers, shredders, projectors and filing cabinets. The noise level in the work environment is usually low to 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. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 25 pounds.

Position Type/ Expected Hours of Work

Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. High school diploma or equivalent.

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Safety Sensitive: No

DOT: No

2. Two (2) years' work experience in basic bookkeeping, accounts payable/receivable, and cash balancing activities.
3. Equivalent combinations of education and work experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
2. Applicants must pass typing test at or above 40 WPM net.
3. Selected applicants must be bondable.
4. Selected applicants must pass a full 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.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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