



Accounting Technician

Job Description

Department: Clerk/Auditor
Position: Career Service
Grade: 505
Supervisory: No
Reports to: Financial Officer

Summary

Under general supervision of the Financial Officer, performs routine and complex accounts payable or receivable auditing and compliance work.

Essential Functions

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

1. Process payments or receivables in a timely, accurate, complete manner and in compliance with County policies and procedures.
2. Communicate effectively, clearly, and courteously and maintain positive and professional relationships with vendors or customers, County employees, and others contacted within scope of work.
3. Assist County personnel in correcting errors, providing feedback and guidance for process improvement.
4. Maintain accurate records and filing system; prepare documents for scanning.
5. Process mail daily.
6. Provide audit support services as assigned.

May be assigned duties from one or more of the following functions:

Accounts Payable

1. Audit payment requests including, but not limited to compliance with County policies and procedures, proper authorization, accuracy, expired agreements, and amount.
2. Process and distribute payments.
3. Ensure payments are recorded correctly in accordance with HIPAA requirements.
4. Balance and reconcile vendor statements in a timely manner.
5. Distribute invoices to County departments for review and payment authorization.
6. Review and process documentation for proposed travel according to County policies and procedures; reconcile approved travel expenses against actual travel expenses.

For Office Use Only

Job Code: 6240
Job Title: Accounting Technician
FLSA: Non-Exempt
Effective Date: 2/26/2019
Public Safety: No

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

Accounts Receivable

1. Prepare invoices on a weekly, monthly, quarterly, or annual basis; receive billing information from various sources and review for accuracy and completeness.
2. Review accounts receivable aging report to ensure invoices are paid in a timely manner; follow up on past-due invoices according to current policy and procedure.
3. Process daily checks and cash received; enter data into the cash receipts system and ensure payments are applied to appropriate invoices; ensure other deposits are posted to the correct revenue accounts; issue credit memos for all departments as needed.
4. Reconcile complex accounting transactions to monthly credit card and checking account statements; generate internal reports necessary to complete reconciliation process.
5. Submit correcting entries to general ledger system as needed.

Knowledge, Skills, and Abilities

- Knowledge of basic arithmetic, bookkeeping, and generally accepted accounting principles and practices
- Knowledge of County policies and procedures
- Knowledge of state and federal laws affecting work performed
- Skilled in using a personal computer for data entry and spreadsheet application
- Skilled in operating a 10-key calculator with speed and accuracy
- Skilled in operating standard office equipment
- Ability to maintain cooperative relationships with those contacted during the course of work activities
- Ability to understand broad objectives and follow general instructions
- Ability to exercise independent judgment in researching and solving problems
- Ability to communicate clearly both verbally and in writing
- Ability to research detailed information and respond to customer questions promptly
- Ability to train and lead others

Supervisory Responsibility

This position has no direct supervisory responsibility.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. 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.

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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. Employee may work for sustained period of time 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 generally not expected, but if required would be primarily local during the business day.

Required Education and Experience

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

Additional Eligibility Qualifications

1. Incumbent must be bondable.
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.

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

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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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