



# Accounting Associate

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 503  
Supervisory: No  
Reports to: Office Coordinator - Sheriff

### Summary

Under the supervision of the Office Coordinator – Sheriff, balances and reconciles cash receipts, billing statements, and related documentation. Compiles and reviews invoices, Explanation of Benefits (EOBs), and other documents for County accounts payable and receivable activities. Disburses monies received to appropriate parties and supports various financial activities within a department or County-wide. All activities must be performed in accordance with Generally Accepted Accounting Principles.

### Essential Functions

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

1. Balance funds received and disbursed against receiving documents; reconcile related statements; run tapes on checks and cash; post receipts to correct accounts, as needed.
2. Compile, tabulate, verify, interpret, and adjust data from multiple source documents; arrange data in presentable or prescribed format.
3. Review and audit purchase orders, vendor invoices, EOBs, cash receipts, and/or billings for accuracy and appropriateness.
4. Answer financial and account questions from vendors, customers, and County employees.
5. Request the generation of documents through an automated system or prepare manual documents as disbursement conditions require.
6. Maintain tracking and filing systems.
7. Conduct independent research and analytical studies as requested.
8. Research Inmate files for Pay to Stay fee processing; send bill upon inmate release.
9. Process and mail letters for debt collection.
10. Perform basic receptionist duties including filing, typing, and providing customer service.
11. Answer incoming phone calls and provide assistance; transfer calls or take messages, as needed.
12. Provide general information to employees and visitors either by phone or in person.
13. Perform office back-up activities, as needed.

### For Office Use Only

Job Code: 6050  
Job Title: Accounting Associate  
FLSA: Non-Exempt  
Effective Date: 6/23/2020  
Public Safety: No

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

**Knowledge, Skills, and Abilities**

- Knowledge of basic arithmetic and bookkeeping
- Knowledge of accounting principles and practices
- Knowledge of the procedures, policies, and state/federal laws affecting the assigned accounting function
- Skilled 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
- Ability to exercise independent judgment in researching and solving problems
- Ability to communicate clearly both verbally and in writing
- Ability to follow verbal or written instructions
- Ability to maintain cooperative relationships with the public and other County employees
- Ability to research detailed information and respond to customer questions promptly
- Ability to type accurately and at an acceptable rate, based on job duties

**Supervisory Responsibility**

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

**Work Environment**

Work is performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center. The employee is required to work for sustained periods of time maintaining concentration and attention to detail. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

**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 twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

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**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 five (5) percent.

**Required Education and Experience**

1. High school diploma or equivalent.
2. Two (2) years of work experience in basic bookkeeping, accounts payable/receivable, and cash balancing activities.

**Preferred Education and Experience**

1. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Incumbents must be bondable.
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 \_\_\_\_\_

Director – Human Resources \_\_\_\_\_

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

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