



## Salt Lake County Job Description

### Accountant

**DEPARTMENT:** Organization-wide

**DIVISION:** 0000

**JOB CODE:** 579 **GRADE:** 15

**FLSA STATUS:** Non-Exempt

**SAFETY SENSITIVE:** No

**EFFECTIVE DATE:** 10/30/2015

#### **JOB SUMMARY**

Provides assistance in budget preparation, control and oversight, personnel and payroll functions, procurement, asset control, and support functions. Gathers, researches, and analyzes information to coordinate and support special projects.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Accounting, plus one (1) year of experience in a field closely related to these duties, or an equivalent combination of related education and experience.

#### **Regional Development**

Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.

#### **ESSENTIAL FUNCTIONS**

*The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.*

*Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.*

- Assists in the preparation of the annual budget. Researches and analyzes various budget issues. Assists the Administrator in monitoring the budget.
- Compares expenditures with budget appropriations to determine variances and recommends budget adjustments using county accounting software.
- Develops and monitors cash collections, petty cash disbursements, and other accounting transactions to ensure that adequate controls are in place to protect the fiscal integrity of the division.
- Provides an on-going review of internal controls with cash handling and accounting functions to ensure that assets have adequate safeguards.
- Assists in writing and revising accounts receivable and accounts payable policies and procedures.
- Collects financial data and other information for the purpose of submitting journal entries for credit for services performed.
- Develops special financial and statistical reports and records using knowledge of accounting policies, practices, and procedures.

- May conduct or assist in audits to analyze data and assess efficiency, cost effectiveness, and productivity of systems.
- Prepares grant and contract billings. Audits grant and contractual expenses.
- Maintains revenue records.
- Develops financial reports and provides program information.
- May assist in the preparation of semi-monthly payroll.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

#### **Knowledge of:**

- General accounting and auditing principles and procedures
- Effective office methods and procedures
- Cost accounting principles
- OMB Circular requirements
- General computer operations, spreadsheets, and word-processing
- Financial software programs
- Internal control principles
- Data base Knowledge
- Records management
- Cash register operations and communications
- Purchasing systems

#### **Skills and Abilities to:**

- Use of 10 Key calculators by touch
- Use a computer
- Use specialized software
- Follow written and oral instructions
- Act Independently with little direct supervision or guidance
- Read and interpret written policies, procedures, contracts, and regulations
- Communicate effectively verbally and in writing
- Resolve problems under stressful conditions
- Keep detailed financial records
- Meet challenging deadlines

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in a general office setting.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 10/01/2016 TF