



Salt Lake County Job Description

Accounting Specialist

DEPARTMENT: Human Services

DIVISION: Aging Services/2300

JOB CODE: 697 **GRADE:** 10

FLSA STATUS: Non-Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 04/01/2011

SAFETY SENSITIVE: No

JOB SUMMARY

Provides accounting support to the Division.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited college or university in Accounting or other closely related field, plus one (1) year of related experience; OR an equivalent combination of education and experience.

Due to the nature of this position, the successful applicant must pass a required background investigation.

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 staff members in making purchases.
- Receives and reviews submitted invoices for approval and adherence to county-wide purchasing policies.
- Creates and enters purchase orders and processes invoices for payment in the County payment system.
- Reconciles purchases and contract payments.
- Organizes, maintains, and archives Division accounts payable records and contracts.
- Responds to staff and vendor questions regarding payment status.
- Monitors Division contracts and notifies staff of contract status until fully executed.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- General computer operations
- Effective office methods
- Business English and Math

Skills and Abilities to:

- Follow written and oral instructions
- Read and interpret written policies, procedures and contracts
- Communicate effectively both orally and in writing
- Perform basic mathematical computations
- Resolve problems under stressful conditions, adhere to deadlines, and be flexible
- Act independently and work with little supervision or guidance

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised: 01/16/2017/MB