



## Salt Lake County Job Description

### Accountant

**DEPARTMENT:** Organization-wide

**DIVISION:** 0000

**JOB CODE:** 579 **GRADE:** 015

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 03/01/2017

**SAFETY SENSITIVE:** No

#### **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 or other closely related field with completed coursework through Intermediate Accounting or an equivalent combination of related education and experience. Education and experience may not be substituted for the required Intermediate Accounting coursework.

#### **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.

### **Treasurer's Office**

- Assists in the implementation and removal of Special Assessment Certifications to Tax Ledgers per State and District codes. Adjusts account ledgers as directed by District offices.
- Implements Council's approval of various County Agencies' Board Letter requests and tax roll corrections ensuring accurate general ledger adjustments. Prepares check requests and appropriate back-ups. Prepares in-house Board Letters and tax roll corrections which qualify within required guidelines.
- Assists in the development and product support for the product lifecycle of the Tax and Accounting Software and accounting for the accurate conversion of tax ledgers and appropriate adjustments. This includes the appropriate development of the software to meet SL County best business practices and ensuring the accurate conversion of all Salt Lake County historical and current tax data into the new system.
- Provides assistance and customer care to the public. Receives phone calls, answers questions from the public, and provides resources within the County to help with the taxpayers' concerns, issues, and questions. Finds and fixes issues by researching data and transactions.
- May act as backup for the Assistant Division Administrator and Fiscal Manager as needed.

### **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 duties are typically performed in a general office setting.

**IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised Date/Consultant's Initials: 03/01/2017 TF