



Salt Lake County Job Description

Accounting Systems Analyst

DEPARTMENT: Mayor's Office

DIVISION: Mayor Operations/1021

JOB CODE: 095 **GRADE:** 16

FLSA STATUS: Exempt

SALARY PLAN: TRD

EFFECTIVE DATE: 01/01/2014

SAFETY SENSITIVE: No

JOB SUMMARY

Provides and performs financial system support, advanced accounting tasks, and reconciliation of accounts for the Division.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in Accounting, Finance, Economics, Business Administration, Information Systems or other closely related field plus, five (5) years' experience in a field closely related to these duties; or an equivalent combination of related education and experience.

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.

- Provides financial system support while maintaining security and user access to assigned systems.
- Resolves complex financial systems issues dealing with security, the recording of proper accounting, and the functionality between assigned department systems.
- Provides support and information to county fiscal personnel on the available financial tools, reports, and intranet sites.
- Performs advanced accounting tasks and provides complex accounting problems solutions and systems and procedures improvements.
- Provides formal accounting training and information on various accounting procedures to fiscal staff and managers.
- Analyzes and monitor budget versus actual revenue and obligation variances on a monthly basis for County organizations.
- Reconciles Auditor/Treasurer cash reconciliations and Library depository accounts and prepares necessary journal vouchers based on pending items. Follows up on unusual variances.
- Assists in the annual audit and the preparation of the annual report.
- Assists in the year-end closing and independent audit checklist assignments.
- Ensures the equity rolls forward for the county's funds and maintains the reserved and designated fund balances.

- Reviews and updates property tax receivable journal vouchers and schedules.
- Assist accounting section with special projects and assignments.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Generally accepted accounting principles, with emphasis in the areas of governmental accounting and financial reporting
- Accounting department management techniques, processes, and procedures
- Computer software related to job-specific duties
- General office, administrative, and supervisory principles
- General management and leadership principles and motivational practices
- Current office practices and procedures
- Business math and English
- Auditing and Internal Control theory, procedures, and standards
- Budgeting procedures

Skills and Abilities to:

- Communicate effectively both verbally and in writing
- Present training on general accounting issues, advanced financial reporting, and information system issues
- Effectively apply general accounting principles to complex specific situations
- Follow oral and written policies, procedures, and instructions
- Work independently and anticipate deadlines effectively
- Prepare and maintain a variety of files and records
- Establish and maintain effective inter/intra-division relationships
- Analyze and solve complex accounting problems

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed in a general office setting.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised: 07/21/2015 AB