



## Salt Lake County Job Description

### Accounting Specialist

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**DEPARTMENT:** Human Services

**JOB CODE:** 697 **GRADE:** 010

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** No

**DIVISION:** Aging Services/2300

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** 04/01/2011

#### **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 pre-employment background check.

#### **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 mathematics

**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