



## Salt Lake County Job Description

### Associate Accounting Administrator

**DEPARTMENT:** Mayor's Office

**JOB CODE:** 059 **GRADE:** 018

**SALARY PLAN:** GEN

**SAFETY SENSITIVE:** No

**DIVISION:** Mayor's Financial Admin/1022

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** 04/01/2012

#### **JOB SUMMARY**

Assists in providing county-wide accounting and operations management.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree from an accredited college or university in Accounting, Finance, Economics, or other closely related field, plus six (6) years related experience, of which two (2) years must have been supervisory; OR an equivalent combination of related education and experience. Education may not be substituted for the required supervisory 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.*

- Trains and supervises the work of Accounts Payable staff.
- Makes timely and accurate payments to county vendors.
- Administers computerized accounting, accounts payable, and asset management subsystems in coordination with Information Services.
- Serves as an accounting payable, reporting, or asset management subject matter expert for county initiatives and programs.
- Oversees central county-wide capital assets accounting and management procedures.
- Provides financial and policy analysis for Mayor's initiatives.
- Monitors compliance with county policies and procedures.
- Proposes, drafts, and reviews updates of county-wide financial policies.
- Provides county-wide consultant services on budgetary and accounting matters.
- Ensures that all fiscal activities of the Department are in conformity with generally accepted accounting principles (GAAP) and Government Accounting Standards Board (GASB) statements and interpretations.
- Monitors county cash flows, fund balances, and Net Position.
- Conducts fiscal policy and procedure reviews and advises on methods to improve fiscal operations.
- Participates in or serves as team leader in working with County agencies to identify useful performance measures.

- Provides financial oversight of major capital construction projects.
- Prepares and presents reports, studies, and analyses as requested by the CFO.

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

#### **Knowledge of:**

- Statistical theory and application
- Cost accounting principles, methods, and techniques
- Government financial systems
- Effective budgeting principles, methods, and techniques
- Effective communications methods and public relations
- Business English, mathematics, and report writing
- Utah Code Annotated and related State and Federal rules and policies
- County policies, ordinances, and procedures
- Revenue forecasting practices
- Effective leadership, management, and supervision principles and practices

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

- Provide technical and policy leadership and direction
- Perform effective project management
- Prepare financial reports and documentation
- Analyze and solve complex accounting problems
- Provide quality customer service
- Use computer software related to job-specific duties and remain current on technology changes
- Perform financial analysis and interpretation
- Analyze and make recommendations for changes in procedures and financing processes
- Communicate effectively both orally and in writing
- Effectively plan, organize, and perform tasks even under stressful situations
- Act independently and use sound judgment
- Present training on financial reporting and general accounting issues

### **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: 01/16/2017/MB