



# Accounting Manager

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 726  
Supervisory: Supervisor  
Reports to: Assistant Controller

### Summary

Under general guidance and direction of the Assistant Controller, manages the staff and activities of the Accounts Payable and Accounts Receivable functions to streamline daily operations and efficiently complete tasks. Monitors and evaluates innovations that may impact accounting practices. Assists with administering the County's fixed asset management system inventory. Ensures fiscal functions are consistently administered in compliance with Federal and State laws, County policies and procedures, and other regulations.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop, monitor, and maintain internal controls over accounts payable and accounts receivable activities; evaluate controls for effectiveness; make changes, as needed.
2. Ensure accuracy of financial data, records, and reports; analyze data to identify discrepancies in financial records and reports; take or direct appropriate corrective action to amend variances.
3. Supervise, plan, coordinate, and direct the work and personnel of assigned functions; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
4. Identify, evaluate, and resolve personnel concerns.
5. Evaluate performance and conduct performance appraisals.
6. Assist with staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
7. Represent the financial interests of the department in accounting-related interactions with other parties such as banks, customers, vendors, external auditors, and other departments.
8. Apply Generally Acceptable Accounting Principles (GAAP) in the recording of financial activity.
9. Ensure fiscal integrity of general ledger accounts; review and analyze accounts for compliance with applicable principles, standards, guidelines, policies, and procedures.
10. Issue 1099 reports for vendor payments.
11. Track and coordinate arbitrage calculations for outstanding County debt.

### For Office Use Only

Job Code: 2114  
Job Title: Accounting Manager  
FLSA: Exempt  
Effective Date: 8/22/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

12. Prepare monthly report of past due receivables; communicate past due balances to County departments, as appropriate.
13. Ensure adherence to policies and procedures for acquisition, maintenance, retention, and disposition of fixed assets and associated records.
14. Ensure inventory tags are affixed and maintained according to GAAP and County policies and procedures; maintain supporting ledger of assets that are not physically tagged.
15. Create and maintain a standardized list of items to be treated as controlled.
16. Ensure a complete scheduled physical inventory of fixed assets is conducted; ensure inventory results are accurate and valid; determine cycle inventories to be performed.
17. Ensure guidelines and formal disposition instructions are followed for grant-funded assets exceeding Federal/State accountability levels.
18. Oversee and coordinate scheduled closing procedures; run scheduled depreciation procedures; adjust account balances, as needed.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of principles, methods, and practices of public finance, fund accounting, and operational budgeting
- Knowledge of internal and external auditing
- Knowledge of computerized accounting and automated financial reporting procedures
- Knowledge of management principles
- Knowledge of principles, practices, and techniques of inventory management
- Knowledge of current office practices, procedures, and equipment
- Knowledge of County policies and procedures
- Knowledge of federal, state, and local laws, rules, regulations, codes, and/or statutes relevant to work performed
- Skilled in preparing and submitting clear, concise, and accurate reports
- Skilled in data analysis
- Skilled in planning and managing functions related to government finance
- Skilled in short- and long-range planning
- Skilled in supervisory techniques
- Skilled in using computer hardware and software for word processing, spreadsheets, presentations, databases, and email
- Skilled in applying relevant and accurate knowledge of procedures, rules, regulations, and services
- Ability to manage projects and multiple priorities simultaneously
- Ability to analyze problems, identify alternative solutions, and predict potential consequences of proposed actions
- Ability to plan, organize, manage and evaluate the work of subordinate staff to ensure efficient, timely, and cost-effective services and operations

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- Ability to establish and maintain effective working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to ensure compliance with applicable federal, state, and local laws, rules, and regulations
- Ability to work effectively under stress
- Ability to maintain confidentiality

### **Supervisory Responsibility**

This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

### **Work Environment**

Work is performed in an office, library, computer room, or other environmentally controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations including contact with co-workers and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee typically sits at a desk and is regularly required to stand, walk, talk, and hear. The employee can expect to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is occasionally required to lift, carry, push, pull, or otherwise move objects weighing up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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**Required Education and Experience**

1. Bachelor's degree in business administration, accounting, finance, or a closely related field from an accredited college or university.
2. Four (4) years of professional experience in accounting and/or a closely related fiscal activity.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who possess additional relevant experience.
2. Preference may be given to applicants with lead or supervisory experience.
3. Preference may be given to applicants who have public sector accounting experience at a supervisory level.
4. Preference may be given to applicants with a master's degree in accounting.
5. Preference may be given to applicants with a Certified Public Accountant (CPA) credential.

**Additional Eligibility Qualifications**

1. Incumbent must be bondable.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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