



Administrative Associate - Auditor

Job Description

Department:	Auditor
Position:	Career Service
Grade:	719
Supervisory:	No
Reports to:	County Auditor

Summary

Under general guidance and direction of the County Auditor, performs routine and complex administrative support work pertaining to financial tracking, accounting, purchasing, communicating, and record keeping. Prepares correspondence, receives visitors, arranges conference calls, and schedules meetings.

Essential Functions

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

1. Manage multi-line phone system by efficiently receiving, screening, and directing incoming calls; provide information and guide visitors and callers through appropriate processes; offer initial support by addressing questions, complaints, and problems according to established policies; process and distribute incoming and outgoing mail.
2. Provide clerical and administrative support to multiple divisions within the Auditor's Office, including creating letters, statements, narrative and statistical reports, minutes, agendas, and other documents as requested.
3. Serve as the Administrative Assistant for the Internal Audit Committee; coordinate meeting schedules, distribute agendas, record meeting minutes, and maintain confidentiality.
4. Follow up on payment discrepancies and outstanding Purchase Orders; maintain account, vendor, and/or customer records; facilitate budget transfer requests as required.
5. Monitor and track department purchases ensuring compliance with department budgets and County policy; assist the purchasing function with county-wide special projects.
6. Oversee assigned purchasing and administrative functions, including travel arrangements; initiate authorization of vendor payments and track purchase orders; inventory and order office supplies; reconcile Purchasing Card transactions.
7. Function as a timekeeper for the department; review and approve time sheets; resolve employee payroll questions and issues in coordination with the Office of Human Resources Management.

For Office Use Only

Job Code: 6052
Job Title: Administrative Associate - Auditor
FLSA: Non-Exempt
Effective Date: 5/16/2025
Public Safety: No

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

8. Make recommendations for modification to office procedures, as needed; oversee implementation of approved changes, as authorized.
9. Track and audit Auditor's Office key cards, including authorization times and authorization requests.
10. Provide training and coach administrative and office specialists positions across the county on the Auditor's Office established financial processes.
11. Maintain department records and documentation to ensure data accuracy, accessibility, and confidentiality; respond to Government Records Access and Management Act (GRAMA) requests and other public or interdepartmental inquiries; support compliance with the Government Data Privacy Act (Utah HB491) and related privacy standards for the Auditor's office.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Auditor's Office (UCAO) structure, functions, and policies and procedures
- Knowledge of standard office practices
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge general and fund accounting
- Skilled in operating standard office equipment
- Skilled in word processing, presentation software, data entry, and basic spreadsheets
- Skilled in using various software programs unique to UCAO
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to maintain cooperative working relationships with those contacted during work activities
- Ability to communicate effectively verbally and in writing
- Ability to create and maintain files, records, and reports
- Ability to maintain confidentiality
- Ability to understand broad objectives and follow general instructions, assignments, and clarify things not understood
- Ability to coordinate multiple tasks efficiently and manage stress under deadlines and frequent interruptions
- Ability to train others

Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a coach and mentor to others.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations including contact with clients and/or the public in

For Office Use Only

Job Code: 6052

Job Title: Administrative Associate - Auditor

FLSA: Non-Exempt

Effective Date: 5/16/2025

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

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. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies and objects weighing up to thirty (30) pounds.

Position Type/ Expected Hours of Work

Incumbents must work forty (40) hours each week 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.

Required Education and Experience

1. High school diploma or equivalent.
2. Five (5) years of complex clerical or administrative support experience, including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with an associate degree or higher.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of forty (40) WPM net.

Additional Eligibility Qualifications

1. Selected applicants will be required to submit to a pre-employment drug screen and background check.

For Office Use Only

Job Code: 6052

Job Title: Administrative Associate - Auditor

FLSA: Non-Exempt

Effective Date: 5/16/2025

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

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.

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 _____

For Office Use Only

Job Code: 6052

Job Title: Administrative Associate - Auditor

FLSA: Non-Exempt

Effective Date: 5/16/2025

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor