



# Junior Accountant

## Job Description

Department: Auditor  
Position: Career Service  
Grade: 722  
Supervisory: No  
Reports to: Grants Accounting Manager

### Summary

Under general guidance and direction of the Grants Accounting Manager, performs routine accounting work. Supports the finance and accounting functions of the County.

### Essential Functions

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

1. Monitor and maintain the County general ledger, as directed; initiate routine journal entries.
2. Ensure account balances match general ledger or grant balances; reconcile accounts records; identify and report discrepancies; follow-up with departments, as needed.
3. Initiate purchase requisitions and submit payment requests specific to grant needs.
4. Participate in monthly and year-end financial reporting activities; prepare basic financial statements.
5. Assist County employees with financial and budgeting questions.
6. Assist with accounts payable, accounts receivable, and fixed asset duties, as needed.
7. Perform fiscal duties or special projects, as assigned.

### Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and practices
- Knowledge of basic bookkeeping
- Knowledge of general and cost accounting principles, methods, and techniques
- Knowledge of state and federal laws affecting work performed
- Knowledge of County policies and procedures
- Skilled in using computer software, including accounting software, word processing, spreadsheets, and databases
- Skilled in operating a 10-key calculator with speed and accuracy
- Skilled in reading, writing, and basic arithmetic
- Ability to maintain effective working relationships with those contacted during work activities
- Ability to prioritize tasks

### For Office Use Only

Job Code: 2116  
Job Title: Junior Accountant  
FLSA: Non-Exempt  
Effective Date: 8/22/2023  
Public Safety: No

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

- Ability to work well under pressure and impending deadlines
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to interpret written policies, procedures, contracts, and regulations

### **Supervisory Responsibility**

This position has no direct supervisory responsibility.

### **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 works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, the ability to adjust focus, and ability to distinguish between shades of color. 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 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. Bachelor's degree in accounting or a related field.
2. One (1) year of relevant work experience, such as general ledger accounting or reconciling bank statements.
3. Equivalent combinations of education and experience may also be considered.

#### **For Office Use Only**

Job Code: 2116

Job Title: Junior Accountant

FLSA: Non-Exempt

Effective Date: 8/22/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

**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.

**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: 2116  
 Job Title: Junior Accountant  
 FLSA: Non-Exempt  
 Effective Date: 8/22/2023  
 Public Safety: No

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