



Senior Accountant

Job Description

Department: Auditor
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Assistant Controller

Summary

Under general guidance and direction of the Assistant Controller, performs routine and complex accounting work. Duties include performing complex general ledger transactions and analysis and reconciliation of accounts.

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 authorized; initiate routine and complex journal entries.
2. Ensure the County bank balances match the general ledger or grant balances; perform complex account reconciliations.
3. Ensure accurate recording of cleared checks in financial system.
4. Process void payment requests.
5. Participate in monthly and year-end financial reporting activities; prepare basic financial statements.
6. Reconcile ledger accounts to ensure correct transaction posting; calculate and apply interest earnings allocations and internal service fund chargeouts; follow up with departments when discrepancies are identified, as needed.
7. Prepare various State reports and returns in compliance with regulatory and statutory reporting requirements, including, but not limited to, unclaimed property reports and sales tax reports.
8. Review monthly financial transactions and communicate potential issues to the Assistant Controller.
9. Manage outstanding bonds; prepare payment requests before debt service due dates; obtain signatures on required forms; submit construction drawdown requests to trustee.
10. Assist with preparation of the County's external audit; assist external auditors; provide supporting documentation in response to auditor inquiries.
11. Assist with accounts payable, accounts receivable, and fixed asset duties, as needed.
12. Perform fiscal duties or special projects, as assigned.

For Office Use Only

Job Code: 2115
Job Title: Senior Accountant
FLSA: Exempt
Effective Date: 3/20/2024
Public Safety: No

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

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles and practices
- Knowledge of 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 performing complex mathematical computations
- Skilled in operating a 10-key calculator with speed and accuracy
- Skilled in reading, writing, and business math
- Ability to maintain effective working relationships with those contacted during work activities
- Ability to act independently with little direct supervision or guidance
- Ability to prioritize tasks
- Ability to work well under pressure and impending deadlines
- Ability to maintain confidentiality
- Ability to communicate clearly and effectively both verbally and in writing
- Ability to respond to difficult situations with tact, composure, and courtesy
- Ability to interpret and apply written policies, procedures, contracts, and regulations to work performed
- Ability to research, evaluate, and implement new methods and techniques for operational improvement
- Ability to coordinate and communicate financial matters appropriately with County departments and employees

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve 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.

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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 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.

Required Education and Experience

1. Bachelor's degree in accounting or a related field.
2. Three (3) years of relevant work experience, such as general ledger accounting or reconciling bank statements.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with work experience in governmental fiscal accounting.

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.

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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 _____

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