

EMPLOYMENT ANNOUNCEMENT

Wasatch County Clerk/Auditor's Office seeks full-time Accountant. Grade 28 -\$29.81-\$34.82). This position under general supervision is responsible for performing routine and moderately complex accounting and analytical work requiring professional knowledge of theory and practice of recording, classifying, examining, and analyzing accounting records and financial transactions. Requires equivalent to a Bachelor's degree in from an accredited college or university with preferable coursework in Business, Public Administration, Accounting, or a related field. Two (2) years of accounting work experience with preference given to governmental accounting experience. Applications and complete job description are available from the Wasatch County Personnel Office 55 S 500 E Heber City or online at www.wasatch.utah.gov/employment. Completed application with Resume must be submitted to the Personnel Office at the above address or emailed to personnel@wasatch.utah.gov by Friday, February 17, 2023. Wasatch County is an EOE.

WASATCH COUNTY JOB DESCRIPTION

TITLE: Accountant
GRADE NUMBER: Grade 28 \$29.81-\$34.82
EFFECTIVE DATE: January, 2023
DEPARTMENT: Clerk/Auditor's Office

JOB SUMMARY

Under general supervision, is responsible for performing routine and moderately complex accounting and analytical work requiring professional knowledge of theory and practice of recording, classifying, examining, and analyzing accounting records and financial transactions.

ESSENTIAL FUNCTIONS

- Records, classifies, and summarizes financial transactions and events in accordance with Generally Accepted Accounting Principles (GAAP), County Ordinances and applicable legal mandates.
- Prepares and submits accounting journal entries and adjustments into the County's financial system.
- Analyzes and reviews financial transactions submitted from Departments and Offices for accuracy and appropriateness.
- Analyzes past and present financial operations, trends, and costs and estimates, future revenues and expenditures for the preparations of budgets.
- Compiles financial, accounting, and auditing report pertaining to cash receipts, accounts payable and accounts receivable.
- Reconciles sub-ledgers to the general ledger and resolves differences, such as bank statements, investments, and credit cards.
- Reviews contracts, bids, budgets, purchase orders, periodic cost summaries, invoices, and vouchers for compliance with statutory provisions.
- Assists in developing methods and strategies for dealing with audit findings.
- Prepares financial status summary reports and grant closeout reports to the grantor agencies.
- Ensures required accounting entries are completed before the closing of the month.
- Performs related duties and fulfills responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with the public and other County employees. Ability to research detailed information and respond to customer questions promptly. Skill in using a personal computer for data entry, word processing, and spreadsheet development and maintenance. Ability to operate 10-key by touch, calculator, cash register, and other office machines with speed and accuracy. Skill in bookkeeping and accounting activities including GASB regulations and accounting principles and financial statements. Knowledge of payroll record keeping and practices relating to payroll management. Knowledge of income statements and balance sheets. Knowledge of the procedures polices, and state/federal laws affecting the assigned accounting function. Ability to communicate clearly both verbally and in writing.

PHYSICAL DEMANDS

Working conditions are primarily inside an office environment. Physical requirements include occasional lifting/carrying of 25 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, and walking to perform the essential functions. Working conditions are primarily inside an office environment.

WORKING CONDITIONS

Work is performed in an environmentally controlled building.

EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university with preferable coursework in Business, Public Administration, Accounting, or a related field.
- Two (2) years of accounting experience. PREFERRED: Municipal government accounting/budgeting experience.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah Driver's License.

**This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.