

South Jordan City

Job Description

Title:	Accounting Technician	Effective Date:	2/1/16
Org:	100120	FLSA:	Non-Exempt
Pay Grade:	10	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of intermediate accounting duties and staff support to the Finance Department

SUPERVISOR

Controller

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Perform support duties as needed for the Chief Financial Officer/Budget Officer.

Maintain, analyze, and distribute City-wide budget reports.

Assist Chief Financial Officer in preparation of City's annual financial report, and other internal and external reports.

Prepare, review, and post monthly journal entries.

Reconcile general ledger accounts.

Perform projections for proposed salary changes for the City.

Assist the City's external auditor in compiling documentation for annual audits.

Act as backup for Accounts Payable Technician.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. Three (3) years of experience related to above duties.

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills, and Abilities:

Knowledge of City government functions.

Knowledge of office equipment including, but not limited to: fax machines, copiers, printers, and computers.

Ability to work with co-workers, supervisors, elected officials, and public as needed.

Ability to communicate both verbally and in writing.

Ability to operate personal computer and Microsoft products.

Ability to take direction and to solve problems as required.

4. Working Conditions:

Incumbent of the position works in a safe, climate-controlled environment. Occasionally, tasks may require a variety of physical activities related to walking, standing, stooping, sitting, reaching, and light lifting. Talking, hearing and seeing are essential to performing required job functions. Common eye, hand finger and dexterity are needed. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Finance	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	725